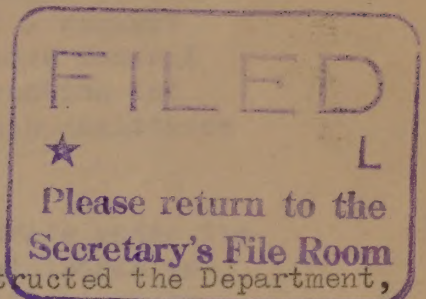


UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 7, 1942.

MEMORANDUM NO. 976

Forms



In Circular No. 379 the Bureau of the Budget instructed the Department, as a means of promoting economy and efficiency, to undertake the "review, elimination where possible, and standardization of forms" which it uses. This refers not only to forms used in connection with personnel, fiscal, property, and similar administrative matters but also to forms used directly in carrying out the Department's agricultural programs. Review of forms used or susceptible of common use throughout all Departments will be made by the over-all staff agencies of the Federal Government (Civil Service Commission, Bureau of the Budget, General Accounting Office, etc.). Accordingly, this memorandum is not concerned with these forms.

I am making the following assignments for the purpose of carrying out the Bureau of the Budget's instructions:

1. Each of the eight Administrators and the Chief of the Bureau of Agricultural Economics shall arrange for review of all Bureau forms, other than those referred to under numbers 2 and 3, below, looking to the elimination of unnecessary forms and the simplification and standardization of the rest.
2. The several staff Offices, in consultation with representatives of agencies concerned, shall review all Departmental and Bureau forms falling within the functional fields for which these Offices have responsibility. The head of each Office is hereby authorized to require elimination, simplification, and standardization of such forms to the extent he finds desirable.
3. The Statistics Committee of the Department, in consultation with the Division of Statistical Standards, Bureau of the Budget, shall review all forms for which it is responsible under Regulation 1616. The Committee, after consulting agencies of the Department which are concerned, may specify such procedures for the review of these forms as it deems advisable.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

4. The Division of Publications, Office of Information, will give advice with respect to problems relating to the printing of forms. If any agency wishes extended assistance in surveying its forms, it should direct a request to the Executive Secretary of the Administrative Council who, in consultation with the Office of Information and other Offices, will try to arrange to make such assistance available.
5. For the consideration of problems which may arise under the foregoing, the Executive Secretary to the Administrative Council is authorized to establish such committees as he thinks necessary.
6. On May 1 and again on October 1, 1942, the head of each agency and the Statistics Committee of the Department shall report to me what has been accomplished.

If any agency believes that any of the standard Governmental forms (as distinguished from Departmental and Bureau forms) are in need of revision, it should send its recommendations to the appropriate staff Office of the Department.

In the present emergency we are under especial obligation to operate as efficiently as we possibly can. We are also beginning to face a serious paper shortage. Unquestionably there are a great many opportunities for the elimination, consolidation, and simplification of forms. Wherever we can save paper or reduce the load on the Government Printing Office and the Addressing, Duplicating, and Mailing Section, we must do so. We cannot, of course, cease or hinder operations in order to improve forms and procedures. Very often, however, we can save time and materials by stopping to ask ourselves whether we are using the best possible methods. I request every agency to give serious consideration to the elimination not merely of unnecessary forms but of unnecessary procedures in general.

Claude R. Wickard

FORMS

Secretary

Forms, elimination, simplification or standardization of
Statistics Committee, review of forms by

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↓

The Division of Investigation, U.S. Department of Justice, is in receipt of your letter of the 10th instant, regarding the matter of the proposed release of the subject, J. Edgar Hoover, from the custody of the Federal Bureau of Investigation. The Bureau is currently conducting an investigation into the activities of the subject, and it is the policy of the Bureau to release the subject only when it is determined that he is no longer a threat to the national security.

On October 1, 1951, the Bureau of Investigation, U.S. Department of Justice, advised the Federal Bureau of Investigation, U.S. Department of Justice, that the subject, J. Edgar Hoover, was still in custody. The Bureau is currently conducting an investigation into the activities of the subject, and it is the policy of the Bureau to release the subject only when it is determined that he is no longer a threat to the national security.

If any agency believes that any of the Federal Government's laws (as amended by the Federal Bureau of Investigation, U.S. Department of Justice) are in need of revision, it should submit its recommendations to the appropriate committee of the House of Representatives.

The Bureau of Investigation, U.S. Department of Justice, is currently conducting an investigation into the activities of the subject, J. Edgar Hoover. The Bureau is currently conducting an investigation into the activities of the subject, and it is the policy of the Bureau to release the subject only when it is determined that he is no longer a threat to the national security. The Bureau is currently conducting an investigation into the activities of the subject, and it is the policy of the Bureau to release the subject only when it is determined that he is no longer a threat to the national security.

Handwritten signature

Very truly yours,
Special Agent in Charge

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 10, 1942.

SECRETARY'S MEMORANDUM NO. 977

Procedure for Obtaining Authority to Exercise Contracting
Authorities Under the War Powers Act

In accordance with Executive Orders 9001 and 9023, the Department is authorized to perform the functions and exercise the powers described in Title II of the Act approved December 18, 1941 (Public Law 354, 77th Congress) entitled "An Act to Expedite the Prosecution of the War Effort." These orders permit the Department to set aside or modify the established procedures for advertising, competitive bidding, and the customary requirement for security such as bid, payment, performance, or other bonds or other forms of security, and permit the making of contracts by agreements of all kinds, whether in the form of letters of intent, purchase orders, or otherwise. These orders also permit the Department to amend contracts and settle claims; to make advance, progress, and other payments; and to make agreements modifying or releasing accrued obligations of any sort.

The Department may use the authorities granted in the orders and the law only if such use will facilitate the war effort. Since the powers are far reaching in their effect upon the usual contracting procedures of the Department, the powers must of necessity be exercised only with utmost consideration and caution.

In order to provide uniform administration of this authority throughout the Department, I am designating the Director of Finance to administer the provisions of this Act and he will collaborate with the Solicitor's Office in approving governing regulations.

Bureaus which find it necessary to exercise the powers granted in this Act shall submit their proposed regulations to the Director of Finance showing the uses to which they will put the authority and the methods by which they will exercise control. Approval of such regulations by the Director of Finance and the Solicitor will constitute authorization to exercise the powers conferred by Executive Orders 9001 and 9023.

Claude R. Wickard
Secretary

CONTRACTS

War Powers Act, Exercising Contracting Authorities
Under

Contracting Authorities under War Powers Act, Authority to Exercise
Authority to Exercise Contracting Authorities under War Powers Act

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

February 7, 1942.

MEMORANDUM NO. 978

FILED
★
Please return to the
Secretary's File Room

To: Administrator of Agricultural Marketing
President of Commodity Credit Corporation
Administrator of Agricultural *Conservation & Adjustment*
~~Adjustment and Conservation~~
Director of the Office of Agricultural Defense Relations

Changes in the Department's program and the recent reorganization of the Department make it desirable to modify the way in which dockets for loan or other price supporting programs are handled. Effective at once, the agency which is responsible for administering any loan or other price supporting program will also be responsible for the preparation and clearance of the docket inaugurating such program.

Accompanying the docket when it is submitted to the Secretary for approval shall be a statement of the views of the above officials with respect to the program which is being proposed. The views of the Administrator of Agricultural *Conservation & Adjustment*
~~Adjustment and Conservation~~ are requested because of his agency's participation in carrying out the programs, and those of the Director of the Office of Agricultural Defense Relations because of his agency's responsibility for liaison work with the Office of Price Administration, the War Production Board and other Defense agencies of the Government.

Other memoranda, including those portions of paragraphs 7 and 8 of Memorandum No. 835, Supplement 1, which are inconsistent with the provisions of this memorandum, are hereby revised accordingly.

Claude R. Wickard

Secretary

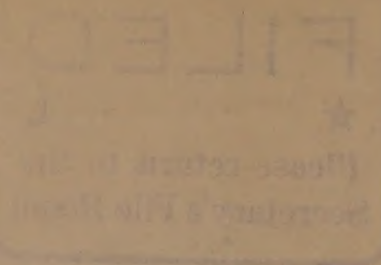
REORGANIZATION

Commodity loan and price programs, procedure for handling dockets
Loan and price programs, procedure for handling dockets
Dockets for loan and price programs, procedure for handling

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 7, 1943.

MEMORANDUM NO. 975



For Administrator of Agricultural Marketing
President of Commodity Credit Corporation
Administrator of Agricultural Adjustment Administration
Director of the Office of Agricultural Defense Relations

Changes in the Department's program and the recent reorganiza-
tion of the Department make it desirable to modify the way in
which dockets for loan and price supporting programs are
handled. Effective at once, the agency which is responsible
for administering any loan or other price supporting program
will also be responsible for the preparation and clearance of
the dockets in connection with such program.

Also, any time the dockets when it is submitted to the Secretary
for approval shall be a statement of the views of the agency
officials with respect to the program which is being proposed.
The views of the Administrator of Agricultural Adjustment
Administration are requested because of his agency's participation
in certain price supporting programs, and those of the Director
of the Office of Agricultural Defense Relations because of his
agency's responsibility for liaison work with the Office of
Price Administration, the War Production Board and other defense
agencies of the Government.

Other memoranda, including those portions of Memoranda 7 and
8 of January 1943, No. 832, Supplement 1, which are inconsistent
with the provisions of this memorandum, are hereby revised
accordingly.

Charles R. Wickard

Secretary

REORGANIZATION
Commodity loan and price programs, procedure for handling dockets
Loan and price programs, procedure for handling dockets
Dockets for loan and price programs, procedure for handling

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 12, 1942.

MEMORANDUM NO. 979

Cooperation with Attorney General by reporting
specific instances of criminal conduct in con-
nection with Government contracts

Prosecution of the war effort has imposed extraordinary responsibilities upon this Department in connection with the expenditure of public moneys. Because of the extreme emergency conditions under which many expenditures must now be made, it is not possible for those in charge of the various programs involving such expenditures to determine, with the same degree of care as in peacetime, the honesty and the financial responsibility of persons and business concerns with whom we have dealings. There is, therefore, a greater likelihood of our entering into contracts and other fiscal relationships with opportunist, undesirable, and dishonest people. Such people constitute a blight upon the American scene, and should be dealt with summarily.

I am in receipt of a letter from the Attorney General of the United States in which he states that:

"While the great majority of the people with whom such contracts are made are honest and patriotic citizens and will deal honestly with the government, unfortunately there will doubtless be a few who will see in the emergency an opportunity to take advantage of the government and will do so."

He further states that:

"The Department of Justice will take appropriate action as expeditiously as possible in all cases in which criminal conduct is shown to exist with the hope that prompt action may not only result in a just treatment of such cases but will serve as a deterrent to others who might otherwise be tempted to deal dishonestly with the government."

In conclusion, the Attorney General requests this Department to advise him "promptly" of any "specific instances of criminal conduct" that may

come to our attention in the premises. He has created a special unit "to examine all cases in which such offenses are indicated, to the end that appropriate action may be taken promptly."

I desire the various agencies of this Department engaged in the war effort to comply completely with the request of the Attorney General:

- (1) By taking steps to detect dishonesty;
- (2) by investigating, impartially, apparent irregularities in such cases; and
- (3) by reporting such cases promptly, through the Office of the Solicitor, to the Attorney General.

Claude R. Wickard

Secretary

CONTRACTS

Criminal conduct in connection with Government contracts

Cooperation with Attorney General in reporting criminal conduct in connection with Government contracts

Attorney General, cooperation with in reporting criminal conduct in connection with Government contracts



DEPARTMENT OF AGRICULTURE
WASHINGTON

Reg. 734

File

February 13, 1942.

MEMORANDUM NO. 980

1942 Department and Land Grant College Committee on
Training for Government Service

FILED
★ L
Please return to the
Secretary's File Room

The Committee on Department and Land Grant College
Training for Government Service has been revised for
1942 and now consists of:

T. Roy Reid, Chairman
Roy F. Hendrickson
W. W. Stockberger
M. S. Eisenhower
Dillon Myer
Meredith C. Wilson
Carl F. Taeusch
Carleton R. Ball
C. O. Henderson

Paul H. Huppel
Under Secretary

COMMITTEES

Committee on Department and Land Grant College Training for
Government Service - 1942
Land Grant College and Department Committee on Training for
Government Service - 1942
Training for Government Service, Department and Land Grant
College Committee on - 1942

DEPARTMENT OF AGRICULTURE
WASHINGTON



February 10, 1944

MEMORANDUM FOR THE SECRETARY

Re: Department of Agriculture and Land Grant College Committee on Training for Government Service

The Committee on Department and Land Grant College Training for Government Service has been revised for

its new composition of:

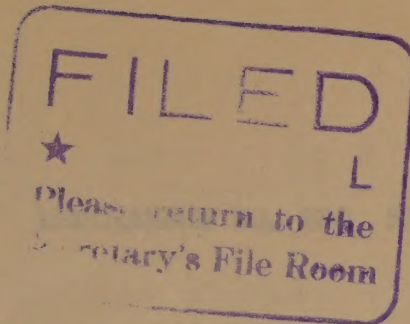
W. W. Rorer, Chairman
Roy L. Hartsick
W. W. Woodruff
H. S. Woodruff
William H. Wilson
Howard H. Wilson
Carl E. Tamm
Carlson A. Hall
U. S. Henderson

Very truly yours,
Under Secretary

Committee on Department and Land Grant College Training for Government Service - 1944
Land Grant College and Department Committee on Training for Government Service - 1942
Training for Government Service, Department and Land Grant College Committee on - 1942



DEPARTMENT OF AGRICULTURE
WASHINGTON



July 20, 1942

Reg. No. 10166
July 21/1942

MEMORANDUM NO. 980, SUPPLEMENT NO. 1

1942 Committee on Department and Land Grant College
Training for Government Service

Since Mr. M. S. Eisenhower and Mr. Dillon Myer are no longer with the Department of Agriculture, I am appointing Dr. Philip V. Cardon, Assistant Administrator of the Agricultural Research Administration, and Dr. Louise Stanley, Chief of the Bureau of Home Economics, to take their places on the Committee on Department and Land Grant College Training for Government Service.

This Committee now consists of:

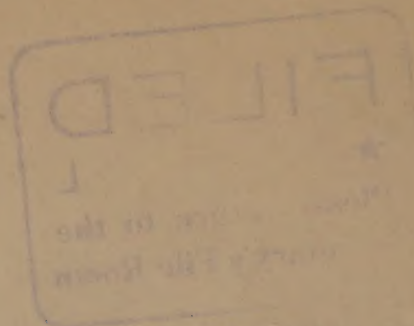
T. Roy Reid, Chairman
Roy F. Hendrickson
W. W. Stockberger
Philip V. Cardon
Louise Stanley
Meredith C. Wilson
Carl F. Taeusch
Carleton R. Ball
C. O. Henderson

Acting Secretary

COMMITTEES

Committee on Department and Land Grant College Training for Government Service - 1942
Land Grant College and Department Committee on Training for Government Service - 1942
Training for Government Service, Department and Land Grant College Committee on - 1942

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM NO. 980, SUPPLEMENT NO. 1

1942 Committee on Department and Land Grant College
Training for Government Service

Since Mr. M. S. Eisenhower and Mr. Dillon Myer are no longer with the Department of Agriculture, I am appointing Dr. Philip V. Gordon, Assistant Administrator of the Agricultural Research Administration, and Dr. Louise Stanley, Chief of the Bureau of Home Economics, to take their places on the Committee on Department and Land Grant College Training for Government Service.

This Committee now consists of:

T. Roy Feld, Chairman
Roy F. Hendrickson
W. W. Stockberger
Philip V. Gordon
Louise Stanley
Meredith C. Wilson
Gary F. Tauson
Garleton R. Ball
O. O. Henderson

Secretary

Committee on Department and Land Grant College Training for
Government Service - 1942
Land Grant College and Department Committee on Training for
Government Service - 1942
Training for Government Service, Department and Land Grant
College Committee on - 1942



DEPARTMENT OF AGRICULTURE
WASHINGTON

April 22, 1943

Regn. 4149
Dated 4-23-4

MEMORANDUM NO. 980, SUPPLEMENT NO. 2

1943 Department and Land Grant College Committee on Training for
Government Service

The Committee on Department and Land Grant College Training for Government Service has been revised for 1943 and now consists of:

T. Roy Reid, Chairman
Roy F. Hendrickson
W. W. Stockberger
Philip V. Cardon
Louise Stanley
Meredith C. Wilson
Carl F. Taeusch
Carleton R. Ball
Clyde W. Warburton
C. O. Henderson

The following members were appointed by the Executive Committee of the Association of Land-Grant Colleges and Universities:

Dean Chris L. Christensen, University of Wisconsin
Dr. Charles E. Friley, President, Iowa State College
Dean Fred C. Smith, University of Tennessee

Ernest B. Hill
Assistant Secretary

COMMITTEES

DEPARTMENT OF AGRICULTURE
WASHINGTON



April 22, 1943

MEMORANDUM NO. 580, SUPPLEMENT NO. 2

1943 Department and Land Grant College Committee on Training for
Government Service

The Committee on Department and Land Grant College Training for
Government Service has been revised for 1943 and now consists of:

E. Roy Ketch, Chairman
Roy E. Hendrickson
W. W. Stockberger
Philip V. Gordon
Louise Stetley
Herbert H. Wilson
Carl E. Tausch
Larson E. Ball
Glynn W. Worthington
D. O. Henderson

The following members were appointed by the Executive Committee
of the Association of Land-Grant Colleges and Universities:

Dean Chris L. Christensen, University of Wisconsin
Dr. Charles E. Bailey, President, Iowa State College
Dean Fred G. Smith, University of Tennessee

Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington

February 17, 1942

MEMORANDUM NO. 981

Guard Service for Protection of Departmental Field Establishments

With the country now in a state of war, it is necessary that every precaution be taken to assure full protection to all Department activities through providing an additional guard service that present conditions may make advisable. This is especially urgent ~~wherever~~ the Department may be engaged in activities contributing to the war effort.

It is recognized that the wide variety of activities in which the Department is engaged, the varying types of services performed and the variety of facilities essential to the work preclude formulation of instructions that would have common applicability to all bureaus. The field establishments of some bureaus are concentrated in large buildings housing several hundred employees with expensive equipment of great importance in the present war effort. In such cases it will undoubtedly be in order to give consideration to provide additional protection. Other bureaus have large numbers of small stations and experimental farms, and in many of these cases the element of risk may be so small as to make unnecessary additional precautions. The responsible bureau officers should determine what is essential to provide adequate protection for their own field stations.

In the consideration of the character of guard service that may be essential, the attention of bureau officers is directed to the fact that Department properties are held under varying types of jurisdictions. Property owned by the Federal Government in the states is subject to State consent statutes, some of which provide for exclusive jurisdiction by the Federal Government, whereas in other states, consent statutes grant only limited jurisdiction. In the case of leased properties the situation has other aspects. This all becomes important in considering the authority of the guards.

Certain of the activities in which Department groups are now engaged are being conducted directly at the request of the military authorities and in some cases through allotment of military funds. In these instances, it is believed that bureaus concerned might discuss with the military authorities the possibility of military guards being provided.

Attention is called also to the need for providing adequate guard service and other protective measures for certain of the photographic services which are being rendered for war purposes, and the need for special care because of military value in the protection of much of the map work of the Department. In those cases where there are small field establishments of two or more bureaus situated in reasonably close proximity in a community, it is possible that those bureaus might work out, cooperatively, means for providing guard service during those hours when the regular employees of the bureau are not present, which might otherwise seem impracticable. It is possible too that under some conditions the local or State authorities, or program cooperators of any agency, may be in a position to provide some measure of protection where the employment of regular guards might not seem to be warranted.

While, as has been stated above, no detailed instructions can be given to the bureaus of the Department with regard to the conduct of their guard service in the field, it is felt that the points listed below will aid those responsible for guards in formulating their plans:

1. If arms are to be procured, under present law they must be supplied through the War Department (See Department Regulation No. 4116).
2. Guards, though without designated police authority, have in their capacity as private citizens, power to make arrests without warrants, and this could enable them to properly carry out their duties. In this capacity they may arrest without a warrant:
 - (a) A person who is guilty of a felony for which the arrest is made;
 - (b) A person whom the guard reasonably suspects of having committed a felony which was, in fact, committed by someone (although not necessarily by the person arrested);

- (c) A person who has committed or who has attempted to commit a felony in the presence of the Guard;
- (d) A person who has committed or who has attempted to commit in the presence of the Guard a misdemeanor which constitutes a breach of the peace; and
- (e) They may eject from Department property persons guilty of a simple trespass, but cannot arrest such a trespasser.

3. The power of guards to make arrests is ordinarily to be exercised only when offenders commit or attempt to commit acts against the property or employees of the Federal Government or enter the premises for the known purpose of committing such acts. Guards should be informed as to what constitutes a felony and what constitutes a misdemeanor. For this purpose the following definitions are given:

A felony is a grave crime such as is punishable by death or imprisonment for one year and one day or longer. Some of the common felonies are murder, manslaughter, robbery, grand larceny, housebreaking, forgery, embezzlement, bribery, burglary, arson, assault with intent to kill, and assault and battery. Treason, sabotage, and espionage are also grave Federal crimes. The State statutes may enlarge upon this group or may diminish it.

A misdemeanor is a lesser offense punishable by a fine or imprisonment in a jail or workhouse. Some of the misdemeanors are breaches of the peace, simple assaults, affrays, riots, unlawful assemblies, forcible entry and detainer, violation of municipal ordinances and police regulations.

- 4. Guards operating under simply the authority of the Department, as outlined in Item 2, may make arrests only for offenses committed against Department property.
- 5. If in cooperating with local police authorities it is found desirable to have a Department guard also appointed as a local officer for the purpose of carrying on his functions, this may be arranged with the approval of the Chief of Bureau. Chiefs of Bureaus may delegate to their field officers necessary authority to arrange for such local cooperation. Where this has already been done, no further action is necessary.

6. In the more important Department establishments requiring the services of armed guards, it may be advisable to have at least one of such guards in each establishment deputized as a United States marshal for the purpose of effecting arrests incident to the commission of Federal crimes. Wherever such deputization is deemed to be desirable, it should be effected by a request made by the Office of the Solicitor of the Department, through the Attorney General of the United States in Washington.

In addition to reexamining the guard service, bureau officers should also give special consideration to the necessity, under present conditions, of taking added precautions against fire hazards. Inspection of existing equipment and measures of protection should be made by competent personnel (either within or outside the Department) and wherever inadequate, necessary steps should be taken to provide adequate protection. Local Civilian Defense organizations should be contacted so that the guards may have all available information as to the method of handling the special fire hazards incident to the war.

In the formulation of special instructions to field staffs, bureau officers should consult the Solicitor's office to assure that proposed instructions are legally proper. In special instances where circumstances require extra precautionary measures, it would be well for the bureau to obtain an opinion from the Solicitor relative to the problem.

Claude R. Wickard

Secretary

GUARD SERVICE

Departmental Field Establishments

Fire Hazards

Protection of Department Property

4/17/42

April 17, 1942

MEMORANDUM NO. 982, Supplement 1

Reduction in Printed and Processed Material and Conservation of Paper

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Please return to the
Secretary's File Room

Circular No. 389 of March 31, 1942, issued by the Bureau of the Budget at the direction of the President, calls attention to the serious shortage of paper and requires all Departments to report by May 1 action taken to bring about a reduction in printed and processed material and conserve paper, together with estimated savings.

Memorandum No. 982 of February 20, 1942, contained instructions and suggestions looking to conservation of paper. Memorandum No. 976 of February 7, 1942, required the agencies of the Department to undertake the elimination, standardization, and simplification of forms. In order to insure maximum paper conservation by the Department, I am issuing the following additional instructions:

1. In view of the establishment of the Departmental employee periodical USDA, all processed house organs issued by agencies or subdivisions of agencies of the Department to their employees shall be abolished as of May 1, 1942. Essential instructions to employees hitherto contained in house organs shall be issued henceforth in administrative memoranda or circulars.
2. Unless otherwise authorized by the Director of Information, the number of pages of printed annual reports of the agencies of the Department shall be reduced by one-half or more. The reports shall not have covers.
3. All other printed or processed material, including periodicals and other publications, shall contain only material essential under war conditions to the conduct of the business of the Department, and the material that is deemed essential shall be as brief as possible.
4. All mailing and other distribution lists, whether for internal or external distribution, shall be reviewed immediately and at least semi-annually thereafter, and shall be reduced to the minimum necessary for carrying on the war work of the Department.
5. By April 27 the head of each agency shall send to the Director of Finance a report of estimated savings in printed or processed material or in blank paper accruing as a result of curtailments initiated or to be initiated on or after April 1, 1942. This report shall be in the form shown and in accordance with the instructions given on the attached sheet.
6. The head of each agency shall report to me immediately the names of the person or persons (not more than two) charged with ^{SUPERVISING} ~~oversight~~ of the execution of instructions contained in this Memorandum and in Memoranda Nos. 976 and 982.

Questions which arise in the preparation of the report may be discussed with Mr. Waymack, Ext. 5249, Office of Information, if they relate to publications, or with Mr. Thurston, Ext. 3321, Administrative Council, if they relate to other matters.

Claude R. Wickard

Attachment

Secretary

Paper

Paper, Conservation of
Printed Material, Reduction in
Processed Material, Reduction in
Publications, Curtailment of

Paper, Conservation of
Printed Material, Reduction in
Processed Material, Reduction in
Publications, Curtailment of

INSTRUCTIONS

All savings in printed or processed material or in blank paper effected as a result of curtailments initiated or to be initiated on or after April 1, 1942, are to be included in this report. In calculating estimated savings, include savings in paper, other materials, and printing charges. Compute all savings on an annual basis, that is, calculate what savings will result over a period of one year from the date on which any given curtailment was or will be made.

Under publications include not only periodicals but all other types of publications. In the case of individual bulletins in the Farmers' Bulletin, Miscellaneous Publication, or other series, for example, include any publications which you have definitely planned to issue.

Any curtailment which would be necessary because of reductions made in the President's Budget for the fiscal year 1943 (assuming the President's Budget is enacted by Congress without change) below appropriations for the fiscal year 1942 is to be entered as a separate item under the appropriate heading and is to be marked with an asterisk. Explain under remarks.

The following instructions are numbered to correspond to the numbers on the other side of this sheet:

1. List by name each publication which your agency prepares and which is to be eliminated. Under "Remarks" explain any unusual circumstances.
2. List by name each publication which your agency prepares and which is to be curtailed. Under "Remarks" explain the precise nature of the curtailment, e.g., change of a periodical from a monthly to a quarterly basis, reduction in size of a technical bulletin, reduction in distribution, etc.
3. Enter any savings effected under the requirements of Secretary's Memorandum No. 976. Large savings, such as the elimination of a form ordered in large quantities, should be itemized and an explanation given under "Remarks." Other savings can be lumped.
4. Enter any savings susceptible of calculation, effected under Secretary's Memorandum No. 982. Large savings, such as elimination of the use of envelopes on large mailings, should be itemized and an explanation given under "Remarks." Other savings can be lumped.
5. Enter any other savings and explain under "Remarks."

ESTIMATED SAVINGS IN PRINTED OR PROCESSED MATERIAL OR IN BLANK PAPER
Accruing as a Result of Curtailments Initiated or to be Initiated
on or after April 1, 1942

(See reverse side for instructions)

AGENCY _____

	Estimated	Estimated	Remarks
	quantity of	savings	
	paper to be	(in dollars)	
	saved annually	on an annual	
	(in pounds)	basis	
1. Printed or processed publications to be eliminated			
2. Printed or processed publications to be curtailed			
3. Savings to be effected by elimination, simplification, or standardization of forms, required under Secretary's Memorandum No. 976			
4. Savings to be effected under Secretary's Memorandum No. 982			
5. Other savings to be effected			

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

February 20, 1942.

MEMORANDUM NO. 982

Economy in the Use of Paper

The War Production Board has advised the Department that we are beginning to face a serious shortage of paper, due to lack of materials and limitation of manufacturing facilities. I am accordingly issuing the following instructions:

1. All agencies of the Department must institute strict control over the requisitioning, distribution, and use of paper.
2. Every employee of the Department must economize in the use of paper to the greatest possible degree.
3. In accordance with a request from the Public Printer, printed forms, pamphlets, and other printed material which are obsolete are to be turned in for reprocessing by the paper mills into new supply, as follows:

In Washington such material should be sent to Central Supply Section.

In the field this material should be turned over to such agency as the local Civilian Defense office or other Federal agency supervising salvage operations directs.

4. The Director of Information and the Director of Finance, after consultation with the agencies concerned, are hereby authorized to issue instructions governing the purchase and use of paper.
5. The Executive Secretary to the Administrative Council, in consultation with the Office of Information and the Office of Budget and Finance, is authorized to ascertain from time to time what measures have been taken by the agencies of the Department to conserve paper.

I am attaching a list of suggestions for saving paper, prepared by a committee representing both staff and operating agencies of the Department. The suggestions are in two parts, one entitled "Suggestions for Controlling the Use of Paper" and the other "22 Ways to Save Paper." The latter is to be posted in each room, both in Washington and in the field. Additional copies can be obtained from Secretary's Records Section, Office of Plant and Operations.

These suggestions show that there are a great many ways to save paper, but they do not necessarily exhaust all possibilities. Many of the suggestions are already in use in several agencies of the Department. The methods have been found to be practical and their application has resulted in surprisingly large savings.

Any agency wishing assistance in surveying its paper uses and requirements should direct a request to the Executive Secretary of the Administrative Council who, in consultation with the several staff offices, will try to make such assistance available.

Attachment

Paul H. Supply
- over - Acting Secretary

SUGGESTIONS FOR CONTROLLING THE USE OF PAPER

1. Arrangement should be made within each agency for effective control of the use of paper. Authority should be granted to appropriate officials to disapprove or reduce the quantity specified in all requisitions involving the use of paper. Review and control of such requisitions should be instituted at once, if not already in effect.
2. Detailed stock room records should be kept in order to permit accurate forecasting of needs and to provide information necessary to insure economical use of paper.
3. All mailing and other distribution lists, whether for internal or external distribution, should be reviewed and all unnecessary names dropped. Material intended for general circulation within an agency should usually be restricted to section or unit heads, who should then circulate such material to their employees. Bulletin boards may be used advantageously to obtain wide circulation. All mailing and distribution lists should be reviewed at least twice a year.
4. All informational and promotional material which is not vital to the conduct of a program or directly related to the war effort should be eliminated.
5. All forms should be reviewed in order to eliminate unnecessary forms and simplify and standardize the rest. Each form should be reviewed to determine whether it is fulfilling some really useful purpose. If not, it should be abandoned. Frequently, the number of carbon copies can be reduced. Often forms which travel together throughout all or a large part of a given process, or the preparation of one of which follows the other in an operational sequence, may be combined. In some cases, instead of printing a new form each year standardized forms with columns which may be filled in year by year can be used. Corrections on forms can frequently be made with a rubber stamp to avoid reprinting. Small type should be used.
6. Review all reports to determine whether each one serves some really useful purpose. Those which do not should be abandoned. Frequently, weekly or monthly reports can be substituted for daily reports. Likewise, both the length and the distribution of reports often can be limited.
7. Use standard sizes and in all cases the smallest size possible. If standard sizes are used the printer is not obligated to waste paper.
8. Agencies should procure half and two-thirds size letterheads for short letters.
9. Procure 3-1/2" x 6" envelopes and require that they be used whenever possible.
10. Standardize types of paper and determine the type best suited for given uses in the light of available paper stocks. Sulphite paper can frequently be substituted for rag-content paper and a lighter weight for a heavier. It is desirable to educate employees in the use of proper types of paper but education should be backed by control, and requisitions which call for a paper not suited to the use intended or which is not the most economical paper to use for the purpose in mind should not be approved. The staff of the Printing Section, Office of Information, can give information and assistance.
11. Reduce photostating to a minimum. Reduce the size of photostat copies when possible.

12. Require all employees to return to their central stock rooms all surplus paper stocks and supplies which are no longer being used. This will permit better distribution in the event of acute shortages.
13. Releases or circulars sent out in large quantities can frequently be mailed without the use of envelopes by folding the sheet or sheets either once or twice and fastening with a sticker. This requires that the return address and the Government frank be printed on the back.
14. Mail for each field office should be assembled in the mail rooms each day and dispatched in a single envelope.
15. Publications and reports received from other organizations should be discontinued if not needed.
16. Obsolete records should be disposed of, in accordance with existing regulations, in order that the paper stock may find its way back to the mills for re-processing.

22 WAYS TO SAVE PAPER

Every one of us can contribute to the war effort by seeing to it that he does not waste materials. In particular, we are faced with a serious paper shortage. Below are 22 suggestions on ways to save paper. I ask every employee to go through this list and make sure that he is doing all that he can to help. Many other ways will undoubtedly come to mind. Instructions in the Department Style Manual may be disregarded when they conflict with the suggestions below.

1. Use single space rather than double space whenever possible.
2. Use both sides of each sheet whenever possible.
3. If available, use half or two-thirds size letterheads for short letters.
4. Use as small margins as possible on all four sides.
5. Prepare correspondence and reports in rough draft without carbon copies whenever retyping will probably be necessary. In preparing such rough drafts use the back of obsolete forms or other obsolete material.
6. Make minor corrections in ink rather than retyping. (Corrections must of course be made on all carbon copies.) Do not change intelligible wording or phrasing merely because of individual preferences.
7. Use obsolete forms for scratch pads.
8. When identical memoranda are sent to ten or fewer offices or individuals, use carbon copies rather than typing an original for each office or individual.
9. Do not prepare copies of letters or memoranda for filing in individual units, sections, or divisions when the original can be obtained from central files.
10. Interoffice communications can frequently be kept informal and written on memorandum pads instead of letterheads.
11. Eliminate cover sheets. If cover or routing sheets are necessary, they usually do not need to be of heavy paper. Routing sheets can be of small size.
12. Eliminate all letters of transmittal unless some explanation or justification is really necessary. Often a note in longhand on the face of the material transmitted is sufficient.
13. Do not make more carbon copies than are necessary.
14. Use carbon paper as long as it will make a legible copy.
15. Do not discard carbon paper from fanfold, snap-out, or other similar inter-leaved forms. Tests show that such carbon paper can be reused from seven to ten times. If not needed for letters, etc., it should be sent to other offices or to the stock room for reissue.
16. Use the smallest size envelope possible. If available, use $3\frac{1}{2}$ " x 6" envelopes whenever possible. In no case should $9\frac{1}{2}$ " x 12" or other large envelopes be used when, by folding the enclosure, a small envelope will suffice.
17. In addressing chain envelopes within the Department every line should be used. Usually only the name of the individual and the Bureau are necessary and this requires only a single line. In crossing out names, care should be taken not to cross out blank lines.
18. Use postcards when possible.
19. Use extraordinary care to eliminate wastage and overruns.
20. Do not order a greater quantity of duplicated material or paper supplies than is absolutely necessary.
21. Return all excess stocks of paper supplies to your central stock room.
22. In whatever you write, be brief and to the point. Save words, time, and paper.

Paul H. Huppel
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 19, 1942

MEMORANDUM NO. 983

National Defense WPA Research and Records Assistance Project

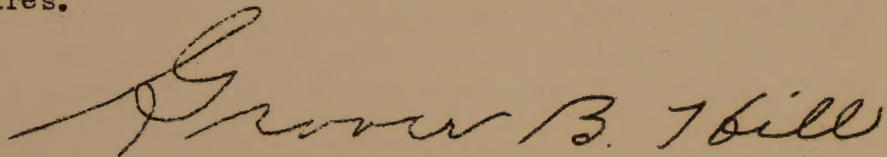
The President has approved for the Department of Agriculture, a unit of the WPA Nationwide National Defense Research and Records Assistance Project (O.P. 165-2-00-3), sponsored by the Office for Emergency Management. This project is intended to provide assistance to the Department in meeting demands for information requested by various Federal Agencies in connection with the National Defense Program. The authorized project description is as follows:

"Collect, transcribe, list, tabulate, refurbish, revise, extend, index, compile, code, summarize, map graph, edit, microfilm, present and duplicate information and data pertinent to the National Defense including clerical and laboratory assistance and the installation of new record systems."

Assistance under this Program may be given to any bureau or office of the Department subject to the eligibility of the work proposed.

The responsibility for maintaining liaison between the bureaus of this Department and the State Work Projects Administrations is hereby given to the U.S.D.A. War Board in each State. In this way, a single point of contact will be established in each State for the conduct of negotiations between bureaus of the Department and the State WPA Administration. Such an arrangement should contribute to efficient administration of the project and result in a more completely integrated activity.

The Emergency Projects Committee will maintain liaison between this Department and the Work Projects Administration in connection with the over-all problems involved in establishing and operating sub-units of the project. The Committee is authorized to prepare and issue necessary facilitating procedures.



Assistant Secretary

RECORDS

National Defense WPA Research and Records Assistance Project
Research and Records Assistance Project, National Defense WPA
Works Progress Adm. National Defense Research and Records Project
War Board, U.S.D.A., Liaison with State WPA

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C.

February 20, 1942

To: Chiefs of Bureaus and Offices

From: Paul P. Stewart, Executive Secretary *PPS*
Emergency Projects Committee

Subject: National Defense WPA Research and Records Assistance
Project Instruction No. 1

In Secretary's Memorandum No. 983, dated February 19, 1942, it was announced that the President had approved for the Department of Agriculture, a unit of the WPA Nationwide National Defense Research and Records Assistance Project (O.P. 165-2-00-3) sponsored by the Office for Emergency Management. This project is intended to provide assistance to the Department in meeting demands for information requested by various Federal Agencies in connection with the National Defense Program. The authorized project description is as follows:

"Collect, transcribe, list, tabulate, refurbish, revise, extend, index, compile, code, summarize, map, graph, edit, microfilm, present and duplicate information and data pertinent to the National Defense including clerical and laboratory assistance and the installation of new record systems."

Assistance under this Program may be given to any bureau or office of the Department subject to the eligibility of the work proposed. It has been agreed by the Department and the Work Projects Administration that proposals for assistance under this Program shall be submitted on the basis of a separate sub-project for each bureau or office within a state.

Pursuant to the above designated Secretary's Memorandum, the Emergency Projects Committee has developed the following procedures for the submission and operation of sub-projects:

1. Eligibility of Sub-Projects - Under this Nationwide Program, WPA assistance may be provided to the Department of Agriculture only in meeting Federal Agency needs for information relating to the National Defense. Normal work loads of bureaus may not be carried with the assistance of WPA workers assigned under these projects. Clerical assistance as such may, however, be furnished to perform routine tasks incident to the handling of a work load occasioned by National Defense. Documentation supporting requests for assistance in this field should include a description of the nature of the national defense work being performed by the bureau for which WPA assistance is requested. It must also be shown that the present staff of the particular bureau is insufficient to accomplish work occasioned by national defense demands.

2. Coordination - To provide a single point of contact in each state between the Department of Agriculture and the Work Projects Administration and to promote expeditious handling of all matters relating to the preparation, approval and operation of sub-units of this project, the Secretary has designated the U.S.D.A. War Board in each state to serve in a liaison capacity. It is not intended that the responsibilities of the U.S.D.A. War Boards shall include routine operating contacts with the Work Projects Administration normally resting with the field officers of the operating bureaus.

3. Submission of Sub-Project Proposals - (WPA Form 301) Proposals for assistance under this Program shall be prepared and submitted in accordance with the provisions of WPA General Letter No. 330, "Procedure for the Operation of the National Defense Research and Records Assistance Project". To facilitate coordination and review, separate sub-project proposals for WPA assistance should be submitted for each bureau within a state. It is anticipated that both routine clerical assistance and other types of work may be needed by the same bureau and both may be included in a single submission. Clerical assistance is intended to include and will be limited to such routine duties as stenography, typing, filing, mimeographing, etc. Any work which involves the collection, tabulation, or summarization of data from primary or secondary sources or the performance of any non-routine clerical tasks such as the preparation of maps, involving an appreciable number of man-hours of work, should not be considered routine assistance. Such activities shall be documented in accordance with current WPA procedure.

In the event, however, that documented procedure for all the proposed activities in a sub-project proposal cannot be submitted concurrently and providing that a reasonably accurate estimate of funds and number of workers required with a general outline of objectives are submitted, allocation of funds for the operation of all units may be made upon the condition that units not documented may not be placed in operation until such time as complete documentation is submitted and approved.

If after the approval of a sub-project, the need for further activity becomes apparent, a supplement to the state-wide sub-project for the bureau sponsoring such sub-project may be submitted.

Proposals for sub-projects shall be submitted by field officers of bureaus to the U.S.D.A. War Board which will, in its liaison capacity, make a formal submission to the State Work Projects Administration. WPA Form 301 should be prepared in a sufficient number of copies to take care of the requirements of the Work Projects Administration (usually 5 or 6 copies) and to provide one copy for each of the following:

1. U.S.D.A. War Board
2. Field office of the bureau submitting the project proposal
3. Washington office of the Bureau
4. Emergency Projects Committee

At the time the proposal is forwarded to the U.S.D.A. War Board, the bureau field office shall transmit two copies to its chief in Washington, one copy of which shall be forwarded to the Emergency Projects Committee.

Before submission of a project proposal, the authorized bureau representative must sign the application in the lower left hand corner of Page 7. The chairman of the U.S.D.A. War Board or his delegated representative, before submitting the project to the Work Projects Administration, shall also sign the application in the lower left hand corner of Page 7. The sponsor's agreement

(Page 7 of WPA Form 301) will be signed by the budget officer of the Department in Washington after the proposal has received the approval of the State Work Projects Administrator and been transmitted by him to the Washington office of WPA.

Approval of a sub-project proposal by the Washington WPA office will be transmitted by letter to the State Administrator and funds will be transferred by means of Treasury Form A2a. This will constitute authorization for the State WPA Administrator to assign workers to the sub-project as approved by the Washington Office of the WPA.

4. Technical Assistance - Responsibility for the technical direction of all activities carried on under this Program will rest with the particular bureau of the Department of Agriculture submitting the project proposal.

5. Sponsor's Contribution - It is expected that bureaus sponsoring sub-projects will, in general, provide most non-labor items including space, office equipment, supplies, etc. Such contributions shall be evaluated in accordance with current WPA procedure and incorporated in project proposals.

6. General - WPA project proposals (Form 301) may be secured from State Work Projects Administrations.

Questions concerning this project may be addressed to Mr. J. Paul P. Stewart, Executive Secretary, Emergency Projects Committee, U. S. Department of Agriculture, Washington, D. C.

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UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary
Washington

February 25, 1942

MEMORANDUM NO. 985

Clarification of Responsibilities of the Office of Agricultural
Defense Relations and Method for Exercising Duties of Secretary
Under Price Control Act

Developments since Pearl Harbor make it necessary to clarify the responsibilities of the Office of Agricultural Defense Relations, to provide more effective means for coordinating the Department's war efforts, to provide an orderly method for exercising the new duties given the Secretary by the Price Control Act, and to articulate the performance of these duties with our other agricultural defense responsibilities.

1. Effective immediately, subject to the general supervision and direction of the Secretary, the Office of Agricultural Defense Relations will have full responsibility for all liaison work of this Department with the War Production Board, the Office of Price Administration, and other Federal defense agencies, except the Office of Civilian Defense, the Office of Lend-Lease Administration on matters relating to food, the Board of Economic Warfare, and the information coordinating agencies. S. B. Bledsoe, Assistant to the Secretary, will serve as the Department's liaison representative with the Office of Civilian Defense; Roy F. Hendrickson, Administrator of Agricultural Marketing, with the Office of Lend-Lease Administration on matters relating to food; L. A. Wheeler, Director of the Office of Foreign Agricultural Relations will continue to serve as alternate to the Secretary on the Board of Economic Warfare; and Morse Salisbury, Director of Information, will continue to represent the Department as liaison with the information coordinating agencies.

2. Responsibility for supplying the Office of Agricultural Defense Relations with adequate information needed in connection with its liaison work rests with the other agencies of the Department. To facilitate the Department's defense effort, it is necessary that all agencies cooperate with the Office of Agricultural Defense Relations to the fullest extent in supplying information and in preparing recommendations and letters.

3. In addition to his position of Economic Advisor to the Secretary, Dr. Mordecai Ezekiel shall serve as Economic Consultant to the Office of Agricultural Defense Relations.

4. To insure the Department's maximum contribution to the war effort, to facilitate the work of the Office of Agricultural Defense

Relations, and to keep administrators fully informed, each of the eight Department administrators and the Chief of the Bureau of Agricultural Economics is directed to designate at once a responsible officer to coordinate defense work within his administration. In my judgment, the importance of this task justifies the use of an assistant administrator who will give this work first call on his time. The Office of Agricultural Defense Relations will arrange with these representatives for obtaining the information and assistance it needs from their respective agencies. In order to tie closely together our defense work in Washington and in the field, it is believed desirable to designate the same men to serve on the U. S. D. A. War Board Advisory Committee.

5. These defense representatives of the administrators, plus the Economic Advisor to the Secretary, the Director of Information, the Director of Extension, the Director of Foreign Agricultural Relations, the Secretary to the U. S. D. A. War Board, the Department's liaison representative with the Office of Civilian Defense, and such other staff officers as the Secretary may designate, shall meet regularly as a group with the Director of the Office of Agricultural Defense Relations for purposes of keeping mutually informed on the Government-wide aspects of Agriculture's war effort and problems, and thus be better prepared to carry through plans and programs in their respective agencies.

6. I am appointing a Price Committee, composed of J. Joe Reed of the Office of Agricultural Defense Relations, Chairman, O. V. Wells of the Bureau of Agricultural Economics, and Robert H. Shields, Assistant to the Secretary. This Committee shall make recommendations to the Secretary for proposed actions under the Price Control Act. The Price Committee will request the assistant administrators in charge of war work in the agencies to arrange for the assignment of personnel to work on particular price problems as they arise. It is expected that such assignments will be given to those members of the Department's personnel most familiar with price and other data relating to the respective commodities concerning which a determination is contemplated. The recommendations of the Secretary's Price Committee will usually be presented to the Secretary at a meeting of the U. S. D. A. War Board. When it is deemed desirable, proposals will be discussed with the group referred to in paragraph 5 of this memorandum prior to presentation to the Secretary.

7. The publication, War Letter for Agriculture, will be used to keep the Department in Washington and in the field currently informed of defense developments affecting agriculture. This will be supplemented with whatever special communications or publications may be necessary.

Claude B. Wickard

Secretary

Index entries:

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Civilian Defense, Office of, liaison representative with
Price Committee, appointment of
Committee, Price, appointment of
War Letter for Agriculture
Price Control Act, exercising duties of Secretary under



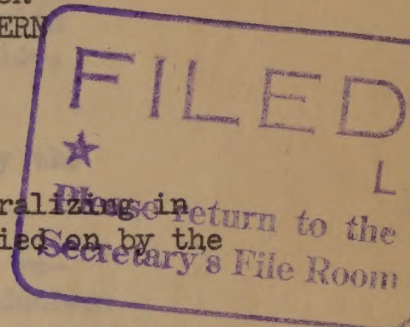
DEPARTMENT OF AGRICULTURE
WASHINGTON

February 18, 1942.

MEMORANDUM NO. 984 *omit under*

APPOINTMENT OF ASSISTANT TREASURER AND ASSISTANT
AUDITOR OF THE FEDERAL SURPLUS COMMODITIES COR-
PORATION TO HANDLE THE WORK OF THE NORTHEASTERN
TIMBER SALVAGE ADMINISTRATION

The following order is issued for the purpose of centralizing in the Administrator responsibility for the program carried on by the Northeastern Timber Salvage Administration.



Pursuant to the authority vested in the Secretary of Agriculture by Sections 24 and 31 of the By-Laws of the Federal Surplus Commodities Corporation, it is ordered that:

1. The Chief, or in his absence the Acting Chief, of the Division of Fiscal Control of the Forest Service is designated as Assistant Treasurer of the Federal Surplus Commodities Corporation. He shall use the title "Treasurer, Northeastern Timber Salvage Administration (Federal Surplus Commodities Corporation)"; he shall perform the functions and duties listed below insofar as they relate to the activities of the Northeastern Timber Salvage Administration; and, in connection therewith, he shall report and be responsible solely to the Administrator, and to no other corporate officer:

- (1) Act as administrative and technical head of the finance division of the Administration.
- (2) Furnish financial and accounting advice to the Administrator and Director of the Administration.
- (3) Devise and install procedures necessary for meeting the financial, accounting and reporting requirements of the Administration.

DEPARTMENT OF AGRICULTURE
WASHINGTON



February 18, 1943.

MEMORANDUM NO. 544

APPOINTMENT OF ASSISTANT TREASURER AND ASSISTANT
AUDITOR OF THE FEDERAL BUREAU OF COMMERCE
FOR THE WORK OF THE NORTHWESTERN
TIMBER SALVAGE ADMINISTRATION

The following order is issued for the purpose of centralizing in
the Administrator responsibility for the program carried on by the
Northwestern Timber Salvage Administration.

Pursuant to the authority vested in the Secretary of Agriculture
by Sections 24 and 25 of the By-Laws of the Federal Bureau of Com-
merce Corporation, it is ordered that:

1. The Chief, or in his absence the Acting Chief, of the Division
of Fiscal Control of the Forest Service is designated as Assistant
Treasurer of the Federal Bureau of Commerce Corporation. He shall
use the title "Treasurer, Northwestern Timber Salvage Administration
(Federal Bureau of Commerce Corporation)"; he shall perform the
functions and duties listed below insofar as they relate to the
activities of the Northwestern Timber Salvage Administration; and,
in connection therewith, he shall report and be responsible solely
to the Administrator, and to no other corporate officer:

- (1) Act as administrative and technical head of the
finance division of the Administration.
- (2) Furnish financial and accounting advice to the
Administrator and Director of the Administration.
- (3) Devise and install procedures necessary for meet-
ing the financial, accounting and reporting
requirements of the Administration.

- (4) Exercise supervision over the receipt, deposit, custody, and disbursement of funds, securities and other valuable documents of the Administration.
- (5) Maintain, in books belonging to the Administration, accurate accounts of all transactions affecting the financial condition of the Administration.
- (6) Submit periodic reports and statements showing the financial condition of the Administration, and the results and trends of operations.
- (7) Perform other related duties as assigned by the Administrator.
- (8) Furnish such bond as the Administrator may require for the faithful performance of his duties.

2. The Chief Fiscal Inspector, or in his absence the Acting Chief Fiscal Inspector of the Division of Fiscal Control of the Forest Service is designated as Assistant Auditor of the Federal Surplus Commodities Corporation. He shall use the title "Auditor, Northeastern Timber Salvage Administration (Federal Surplus Commodities Corporation)"; he shall perform the functions and duties listed below insofar as they relate to the activities of the Northeastern Timber Salvage Administration; and, in connection therewith, he shall report and be responsible solely to the Administrator and to no other corporate officer:

- (1) Serve as administrative and technical head of the auditing staff of the Administration.
- (2) Furnish advice to the Administrator and Director on the auditing phases of the Program.
- (3) Devise and install such procedures as may be necessary for auditing the financial affairs of the Administration.
- (4) Audit the accounts of the Treasurer of the Administration and report thereon when requested to do so by the Administrator.

- (4) Exercise supervision over the receipt, deposit, custody, and disbursement of funds, securities and other valuable documents of the Administration.
- (5) Maintain, in books belonging to the Administration, accurate accounts of all transactions affecting the financial condition of the Administration.
- (6) Submit periodic reports and statements showing the financial condition of the Administration, and the results and trends of operations.
- (7) Perform other related duties as assigned by the Administrator.
- (8) Furnish such data as the Administrator may require for the faithful performance of his duties.

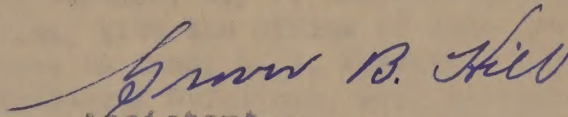
2. The Chief Fiscal Inspector, or in his absence the Acting Chief Fiscal Inspector of the Division of Fiscal Control of the Forest Service is designated as Assistant Administrator of the Federal Logging Commodities Corporation. He shall have the title "Assistant, Federal Logging Commodities Administration (Federal Logging Commodities Corporation)". He shall perform the functions and duties listed below insofar as they relate to the activities of the Corporation. He shall report and be responsible solely to the Administrator and to no other corporate officer.

- (1) Serve as administrative and technical head of the auditing staff of the Administration.
- (2) Furnish advice to the Administrator and Director on the auditing phases of the Program.
- (3) Devise and install such procedures as may be necessary for auditing the financial affairs of the Administration.
- (4) Audit the accounts of the Treasurer of the Administration and report thereon when requested to do so by the Administrator.

- (5) Audit and certify collections and charges presented to the Administration for payment.
- (6) Verify the assets reported by the Treasurer of the Administration at the end of each fiscal year.
- (7) Examine the books of account of all officers and agents of the Administration charged with the receipt and disbursement of money, and ascertain whether or not the cash and vouchers covering the balances are actually on hand.
- (8) Perform such other duties as requested by the Administrator.

To the extent that this order is in conflict with the provisions of the order issued by the Acting Secretary of Agriculture on May 13, 1941 (No. 138-Admin.), defining the duties of the Treasurer of the Federal Surplus Commodities Corporation, and other previous orders, said orders are superseded and repealed.

This order shall take effect February 10, 1942.


Assistant Secretary

Index Entries

NORTHEASTERN TIMBER SALVAGE ADMINISTRATION

Federal Surplus Commodities Corp.

Forest Service

Appointment Assistant Treasurer and Auditor handle work
of NETSA

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- (8) Perform such other duties as requested by the Administrator.

To the extent that this order is in conflict with the provisions of the order issued by the Acting Secretary of Agriculture on May 13, 1941 (No. 133-Adm.), defining the duties of the Treasurer of the Federal Surplus Commodities Corporation, and other previous orders, said orders are superseded and repealed.

This order shall take effect January 1, 1942.

[Signature]
Assistant Secretary

Index Entries
ADMINISTRATIVE SERVICES
FEDERAL SURPLUS COMMODITIES CORP.
FEDERAL SERVICE
Assistant Secretary, Treasurer and Budget Service
of USDA



DEPARTMENT OF AGRICULTURE

WASHINGTON

February 25, 1942.

FILED



Please return to the
Secretary's File Room

MEMORANDUM NO. 985

Clarification of Responsibilities of the Office of Agricultural
Defense Relations and Method for Exercising Duties of Secretary
Under Price Control Act

Developments since Pearl Harbor make it necessary to clarify the responsibilities of the Office of Agricultural Defense Relations, to provide more effective means for coordinating the Department's war efforts, to provide an orderly method for exercising the new duties given the Secretary by the Price Control Act, and to articulate the performance of these duties with our other agricultural defense responsibilities.

1. Effective immediately, subject to the general supervision and direction of the Secretary, the Office of Agricultural Defense Relations will have full responsibility for all liaison work of this Department with the War Production Board, the Office of Price Administration, and other Federal defense agencies, except the Office of Civilian Defense, the Office of Lend Lease Administration on matters relating to food, the Board of Economic Warfare, and the information coordinating agencies. S. B. Bledsoe, Assistant to the Secretary, will serve as the Department's liaison representative with the Office of Civilian Defense; Roy F. Hendrickson, Administrator of Agricultural Marketing, with the Office of Lend Lease Administration on matters relating to food; L. A. Wheeler, Director of the Office of Foreign Agricultural Relations, will continue to serve as alternate to the Secretary on the Board of Economic Warfare; and Morse Salisbury, Director of Information, will continue to represent the Department as liaison with the information coordinating agencies.

2. Responsibility for supplying the Office of Agricultural Defense Relations with adequate information needed in connection with its liaison work rests with the other agencies of the Department. To facilitate the Department's defense effort, it is necessary that all agencies cooperate with the Office of Agricultural Defense Relations to the fullest extent in supplying information and in preparing recommendations and letters.

3. In addition to his position of Economic Advisor to the Secretary, Dr. Mordecai Ezekiel shall serve as Economic Consultant to the Office of Agricultural Defense Relations.

4. To insure the Department's maximum contribution to the war effort, to facilitate the work of the Office of Agricultural Defense

ORGANIZATION

Relations, and to keep administrators fully informed, each of the eight Department administrators and the Chief of the Bureau of Agricultural Economics is directed to designate at once a responsible officer to coordinate defense work within his administration. In my judgment, the importance of this task justifies the use of an assistant administrator who will give this work first call on his time. The Office of Agricultural Defense Relations will arrange with these representatives for obtaining the information and assistance it needs from their respective agencies. In order to tie closely together our defense work in Washington and in the field, it is believed desirable to designate the same men to serve on the U.S.D.A. War Board Advisory Committee.

5. These defense representatives of the administrators, plus the Economic Advisor to the Secretary, the Director of Information, the Director of Extension, the Director of Foreign Agricultural Relations, the Secretary to the U.S.D.A. War Board, the Department's liaison representative with the Office of Civilian Defense, and such other staff officers as the Secretary may designate, shall meet regularly as a group with the Director of the Office of Agricultural Defense Relations for purposes of keeping mutually informed on the Government-wide aspects of Agriculture's war effort and problems, and thus be better prepared to carry through plans and programs in their respective agencies.

6. I am appointing a Price Committee, composed of J. Joe Reed of the Office of Agricultural Defense Relations, Chairman, O. V. Wells of the Bureau of Agricultural Economics, and Robert H. Shields, Assistant to the Secretary. This Committee shall make recommendations to the Secretary for proposed actions under the Price Control Act. The Price Committee will request the assistant administrators in charge of war work in the agencies to arrange for the assignment of personnel to work on particular price problems as they arise. It is expected that such assignments will be given to those members of the Department's personnel most familiar with price and other data relating to the respective commodities concerning which a determination is contemplated. The recommendations of the Secretary's Price Committee will usually be presented to the Secretary at a meeting of the U.S.D.A. War Board. When it is deemed desirable, proposals will be discussed with the group referred to in paragraph 5 of this memorandum prior to presentation to the Secretary.

7. The publication, War Letter for Agriculture, will be used to keep the Department in Washington and in the field currently informed of defense developments affecting agriculture. This will be supplemented with whatever special communications or publications may be necessary.

Claude R. Wickard

Secretary

Index entries:

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Agr'l Defense Relations, Office of, liaison responsibilities of
Civilian Defense, Office of, liaison representative with
Price Committee, appointment of
Committee, Price, appointment of
War Letter for Agriculture
Price Control Act, exercising duties of Secretary under

These defense representatives of the Administration, plus the Economic Advisor to the Secretary, the Director of Industrial Production, the Director of Extension, the Director of Foreign Agricultural Relations, the Secretary to the U.S. War Board, the Department's liaison representative with the Office of Civilian Defense, and each of the staff officers as the Secretary may designate, shall meet regularly as a group with the Director of the Office of Agricultural Defense Relations for purposes of keeping mutually informed as to the Government's agricultural war effort and progress, and thus be better prepared to carry through plans and programs in their respective agencies.

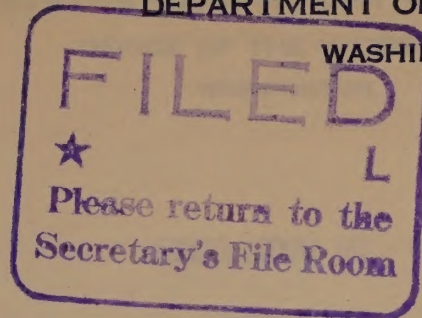
6. I am appointing a Price Committee, composed of J. Joe Keefe of the Office of Agricultural Defense Relations; Chairman, Mr. V. Wallis of the Bureau of Agricultural Economics, and Robert A. Schilde, Assistant to the Secretary. This Committee shall have recommendations to the Secretary for proposed actions under the Price Control Act. The Price Committee will request the War Board's assistance in carrying out work in the committee to arrange for the assignment of personnel to work on agricultural price problems as they arise. It is expected that such assignments will be given to those members of the War Board's personnel most familiar with price and other data relating to the respective commodities concerned. When a recommendation is contemplated, the recommendations of the Committee's staff committees will usually be presented to the Secretary at a meeting of the U.S. War Board, which will be held biweekly. Proposals will be discussed with the group referred to in paragraph 5 of this memorandum prior to presentation to the Secretary.

7. The Committee, Mr. Keefe for Agriculture, will be used to keep the Department in Washington and in the field currently informed of defense developments affecting agriculture. This will be accomplished with whatever special communication or consultation may be necessary.



DEPARTMENT OF AGRICULTURE

WASHINGTON



File

March 31, 1942.

MEMORANDUM NO. 985, SUPPLEMENT NO. 1

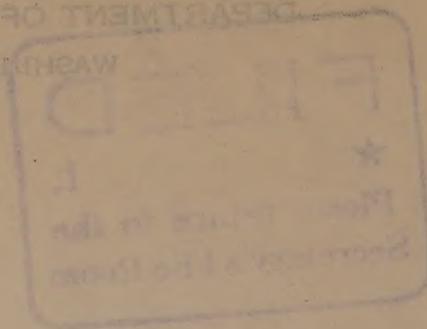
Change in Membership of Price Committee

Memorandum No. 985, dated February 25, 1942, is hereby amended by adding Thomas J. Flavin, Assistant to the Secretary, to the Price Committee set up in paragraph 6, and by continuing Mr. Shields on the Committee in his new capacity of Solicitor.

Claude R. Wickard

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



March 1, 1915

Memorandum No. 985, Bureau of Entomology

Change in Membership of Price Committee

Memorandum No. 985, dated February 25, 1915, is hereby
amended by adding Thomas J. Harkin, Assistant to the
Secretary, to the Price Committee set up in paragraph 2,
and by cancelling Mr. Shields on the Committee in his
new capacity of Solicitor.

Charles F. Woodworth

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

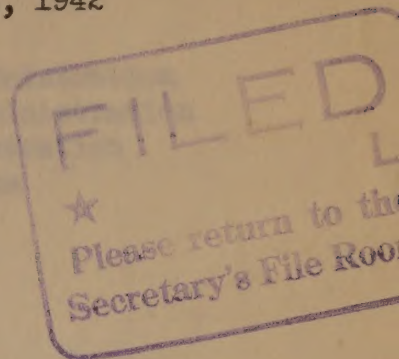
OFFICE OF THE SECRETARY

WASHINGTON

February 25, 1942

MEMORANDUM NO. 986

Establishing Agencies of the Agricultural
Research Administration



1. The Bureau of Animal Industry, the Bureau of Dairy Industry, the Bureau of Plant Industry, the Bureau of Agricultural Chemistry and Engineering, the Bureau of Entomology and Plant Quarantine, the Bureau of Home Economics, the Office of Experiment Stations, and the Beltsville Research Center, which now form the Agricultural Research Administration pursuant to Executive Order No. 9069, are established and continued under the same respective designations as agencies of the Agricultural Research Administration.

2. Each of the agencies of the Agricultural Research Administration shall have the same functions, personnel, positions, property, and records that constituted the agency of the same designation prior to the issuance of the Executive order, except that:

- (a) the activities of each of the agencies shall be subject to the direction and supervision of the Administrator of the Agricultural Research Administration;
- (b) the Administrator may transfer to his immediate office from any agency such personnel, property, and records as he may require for the proper discharge of his duties;
- (c) the Administrator may take such action as he deems to be appropriate with respect to consolidating or integrating the work of the several divisions, sections, and units which are engaged in the performance of business, personnel, information, ~~library~~, administrative, or other facilitating services; and
- (d) the Administrator may take such action as he feels advisable with respect to integrating or consolidating the research of the several bureaus, divisions, sections and units in order to promote economy and efficiency and to concentrate the Department's research efforts on problems that are most vital to the production and utilization of agricultural commodities.

ORGANIZATION

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 22, 1942

MEMORANDUM NO. 988

Establishing Agencies of the Agricultural
Research Administration

1. The Bureau of Animal Industry, the Bureau of Plant Industry, the Bureau of Entomology and Plant Quarantine, the Bureau of Food Inspection, the Office of Government Relations, and the National Research Council, which now form the Agricultural Research Administration pursuant to Executive Order No. 9068, are established and consolidated under the same respective designations as agencies of the Agricultural Research Administration.

2. Each of the agencies of the Agricultural Research Administration shall have the same functions, personnel, position, property, and records that constituted the agency of the same designation prior to the issuance of the Executive order, except that:

- (a) the activities of each of the agencies shall be subject to the direction and supervision of the Administrator of the Agricultural Research Administration;
- (b) the Administrator may transfer to his immediate office from any agency such personnel, property, and records as he may require for the proper discharge of his duties;
- (c) the Administrator may take such action as he deems to be appropriate with respect to consolidating or integrating the work of the several divisions, sections, and units which are engaged in the performance of business, personnel, information, library, administrative, or other facilitating activities; and
- (d) the Administrator may take such action as he feels advisable with respect to integrating or consolidating the research of the several bureaus, divisions, sections and units in order to promote economy and efficiency and to concentrate the Department's research efforts on problems that are most vital to the production and utilization of agricultural commodities.

2-Memorandum No.

3. The Administrator of the Agricultural Research Administration may delegate to other officials or employees of the Administration or of the several agencies which constitute the Administration any of the authority now or hereafter conferred upon the Administrator.

Claude R. Wickard
Secretary

Index Entries

ORGANIZATION

Agl. Research Administration, Establishing Agencies of
Research Administration, Agl, Establishing Agencies of

Claude R. Wickard
Secretary

1. The Administrator of the Agricultural Research Administration may delegate to other officials or employees of the Administration or of the several agencies which constitute the Administration any of the authority now or hereafter conferred upon the Administrator.

Charles D. Wickard
Secretary

Index Entries

ORGANIZATION

Agri. Research Administration, Establishing Agencies of
Research Administration, Agri. Establishing Agencies of

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

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Please return to the
Secretary's File Room

February 25, 1942

Designation of Administrators for Agricultural Conservation and
Adjustment Administration, Agricultural Marketing Administration
and Agricultural Research Administration

MEMORANDUM NO. 987

This memorandum is issued pursuant to Executive Order No. 9069,
dated February 23, 1942.

1. Mr. R. M. Evans is hereby designated Administrator of the
Agricultural Conservation and Adjustment Administration; Mr.
Roy F. Hendrickson is hereby designated Administrator of the
Agricultural Marketing Administration; and Mr. E. C. Auchter
is hereby designated Administrator of the Agricultural Research
Administration.

2. The Administrators designated in paragraph 1 shall direct
and supervise the activities of their respective Administrations,
and may make such delegations of authority to officers and em-
ployees of their respective Administrations as they may severally
deem necessary.

3. Funds will be made available to the Administrators referred
to in paragraph 1, and to the agencies over which they exercise
direction and supervision, pursuant to paragraph 5 of Executive
Order No. 9069.

Claude R. Wickard

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

February 23, 1942

Placed in the
Secretary's file

MEMORANDUM NO. 987

This memorandum is issued pursuant to Executive Order No. 9082,
dated February 23, 1942.

1. Mr. E. W. Evans is hereby designated Administrator of the
Agricultural Conservation and Adjustment Administration; Mr.
Roy L. Henderson is hereby designated Administrator of the
Agricultural Marketing Administration; and Mr. E. C. Anderson
is hereby designated Administrator of the Agricultural Research
Administration.

2. The Administrators designated in paragraph 1 shall direct
and supervise the activities of their respective Administrations,
and may make such delegations of authority to officers and em-
ployees of their respective Administrations as they may deem
necessary.

3. Funds will be made available to the Administrators referred
to in paragraph 1, and to the agencies over which they exercise
direction and supervision, pursuant to paragraph 2 of Executive
Order No. 9082.

Charles R. Wickard

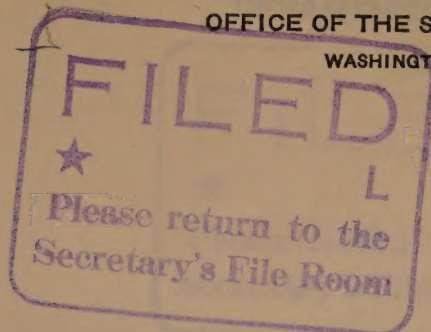
Secretary

82-2625
~~3/26/42~~

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



March 14, 1942

Memorandum 987, Supplement 1

Designation of Acting Administrator of the Agricultural
Conservation and Adjustment Administration

Due to the resignation of Mr. R. M. Evans as Administrator of
the Agricultural Conservation and Adjustment Administration to
become a member of the Federal Reserve Board, I hereby designate
Mr. D. S. Myer to serve as Acting Administrator of the Agricultural
Conservation and Adjustment Administration until further notice.

Claude R. Wickard

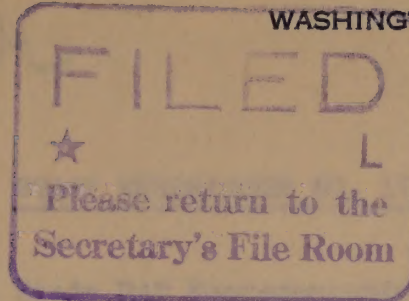
Secretary

Claude R. Wickard
Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON



February 13, 1942.

MEMORANDUM NO. 988

Transfer of Consumers' Counsel Division
from Agricultural Adjustment Administration

The Consumers' Counsel Division of the Agricultural Adjustment Administration, together with its funds, property, records, and personnel, is hereby transferred out of the Agricultural Adjustment Administration. It shall be administered hereafter under the general supervision and direction of the Agricultural Marketing Administrator.

Candell R. Wickard

Secretary

ORGANIZATION

Consumers' Counsel Div., transfer of from Agr'l Adj. Adm.

Transfer of Consumers' Counsel Div. to Agr'l Mktg. Admin.

Agr'l Adj. Adm., transfer of Consumers' Counsel Div. from

DEPARTMENT OF AGRICULTURE

WASHINGTON



February 13, 1943.

Please return to the
Secretary's File Room

MEMORANDUM NO. 788

Transfer of Consumers' Counsel Division
from Agricultural Adjustment Administration

The Consumers' Counsel Division of the Agricultural Adjustment
Administration, together with its funds, property, records, and
personnel, is hereby transferred out of the Agricultural Adjust-
ment Administration. It shall be administered hereafter under
the general supervision and direction of the Agricultural
Marketing Administrator.

Secretary

EXPLANATION
Transfer of Consumers' Counsel Div. from Ag. Adm.
Transfer of Consumers' Counsel Div. to Ag. Adm.
Ag. Adm. Transfer of Consumers' Counsel Div. from

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Agricultural Economics
Washington, D. C.

February 26, 1942

STAFF MEMORANDUM NO. 17-42

To: Regional and State BAE Representatives

From: Bushrod W. Allin, Head, Agricultural Planning Field Service

Subject: National Defense WPA Research and Records Assistance Project.
Our Staff Memorandum No. 64-41

Attached is a copy of Secretary's memorandum No. 983 announcing that the President has approved for the Department the project indicated above. You will note in the Secretary's memorandum that he has designated the State War Boards to serve as liaison between Bureaus of this Department and State Work Projects Administrations. Thus the responsibility for promoting efficient administration of the project and for bringing about a more completely integrated activity now rests in the War Boards. If called upon by the chairman of the War Board to assist him in his capacity as liaison officer, we trust you will cooperate with him to the fullest extent possible.

You will note also that the Secretary has authorized the Emergency Projects Committee to prepare and issue the necessary facilitating procedures. If you or other field members of the Bureau of Agricultural Economics have proposals eligible to be submitted under the National WPA Defense Project, we hope you will take the necessary steps to have the applications prepared and transmitted to the State Work Projects Administration through the chairman of the State War Board. Eligibility and other necessary information about the processing of the applications are included in the attached procedures prepared by the Emergency Projects Committee.

The Work Projects Administration has already released a Community Service Letter announcing that the Secretary has designated the State War Board to serve in a liaison capacity for the project.

Attachments (2)

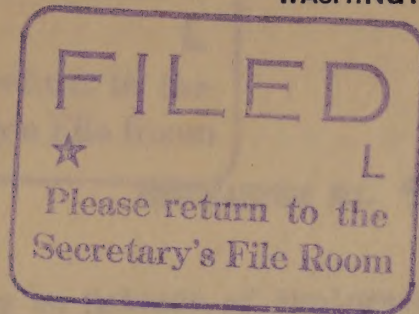
Bushrod W. Allin

Reg 100



DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.



February 28, 1942.

MEMORANDUM NO. 988, Sup. 1

Placing Consumers' Counsel Division in
Agricultural Marketing Administration.

The Consumers' Counsel Division, together with its functions,
personnel, property, and records, is made a part of the
Agricultural Marketing Administration.

Claude R. Wickard

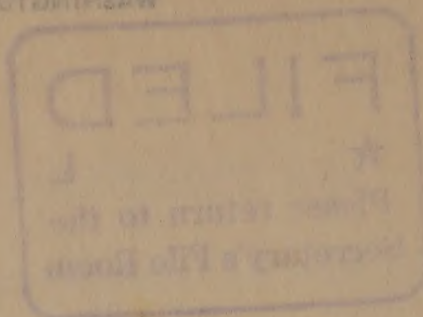
Secretary

ORGANIZATION

Consumers' Counsel Division made a part of Agr'l Marketing Admin.
Agr'l Mktg. Admin., Consumers' Counsel Div. made a part of

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.



February 28, 1942

MEMORANDUM NO. 778

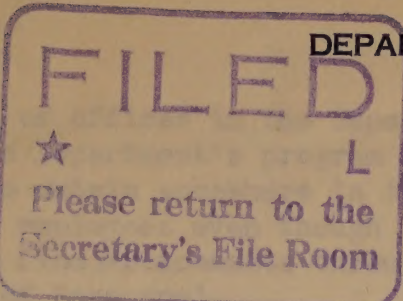
Placing Commers, Counsel Division in
Agricultural Marketing Administration.

The Commers, Counsel Division, together with its functions,
personnel, property, and records, is made a part of the
Agricultural Marketing Administration.

Charles F. Wickard

Secretary

AGRICULTURAL MARKETING ADMINISTRATION
Commers, Counsel Division made a part of Agricultural Marketing Administration
April 1942. Admin. Commers, Counsel Div. made a part of



DEPARTMENT OF AGRICULTURE
WASHINGTON

#766

March 2, 1942.

MEMORANDUM NO. 989

Policy on Release of Employees for Transfer

The Director of Personnel, with my approval, has already established the Department's policy with respect to releasing personnel for transfer within the Department or to other agencies of the Federal Government. Under this policy, bureaus and offices may not refuse to release personnel without the concurrence of the Director of Personnel. This applies as well to employees affected by the President's decentralization plans who desire to remain in Washington, D. C., or to transfer to departmental offices in the field. Hereafter, when a bureau or office agrees to the release of an employee for transfer to another bureau or office, and at the time of giving such release does not indicate the date when the employee will be available to report for duty in the other bureau or office, that employee will be subject to the reporting date set by the bureau or office to which transferring, if the transfer has been approved by the Director of Personnel. No bureau or office may hold an employee beyond 10 calendar days unless specific permission has been granted by the Director of Personnel.

In this connection, the Office of Personnel's service for facilitating transfers of personnel under the decentralization plans should be utilized to the fullest extent. Information regarding the procedure for using this service has been furnished each bureau and office. As rapidly as vacancies occur, the Office of Personnel will assist in making replacements so as to avoid lapses in service and prevent hardship on the part of employees. Those who secure positions in other bureaus or offices of the Department by this means will continue to use their knowledge of the Department's programs to the greatest advantage.

From the long-range standpoint, it will be best if we undergo, when necessary, a temporary inconvenience in a few bureaus or offices, if at the same time qualified employees can be shifted to other bureaus or offices in the Department, thus insuring against declining efficiency in the Department as a whole. Agriculture's part in the war effort is becoming increasingly important. We want to retain a qualified, efficient staff in the Department of Agriculture to do the tremendous job which we have ahead. When questions arise regarding the release of personnel to other

DEPARTMENT OF AGRICULTURE
WASHINGTON



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U. S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

March 2, 1944

MEMORANDUM NO. 727

Policy on Release of Employees for Transfer

The Director of Personnel, with an advisory, has already suggested the Department's policy with respect to releasing personnel for transfer within the Department or to other agencies of the Federal Government. Under this policy, transfers and releases may not be made without the concurrence of the Director of Personnel. This applies as well to employees assigned by the President's Executive Order to the Department of Agriculture, D. C., or to transfer to other agencies. The time of giving such release does not indicate the date when the employee will be available to report for duty in the other bureau or office. Last employees will be subject to the reporting date set by the Bureau of Personnel. If the transfer has been approved by the Director of Personnel, no report or office may hold an employee beyond 10 calendar days unless specific permission has been granted by the Director of Personnel.

In this connection, the Office of Personnel's service for facilitating transfers of personnel under the Executive Order is a well established to the fullest extent. Information regarding the procedure for making this service has been furnished each bureau and office. As transfers vacancies occur, the Office of Personnel will assist in making releases so as to avoid delays in service and prevent hardship on one party of employees. Those who secure positions in other bureaus or offices of the Department by this means will continue to use their knowledge of the Department's program for the greatest advantage.

From the long-range standpoint, it will be best if we understand, when necessary, a temporary inconvenience in a few bureaus or offices, it is the same time qualified employees can be shifted to other bureaus or offices in the Department. This insuring against "bottleneck" situation in the Department as a whole. A continuous effort in the past effort is necessary. It is important to note that a qualified, efficient staff in the Department of Agriculture is the prerequisite for which we have spent. When questions arise regarding the release of personnel to other

bureaus or offices in the Department, bureau chiefs must keep in mind the Department's program as a whole, and do all within their power to retain somewhere in the Department the services of Agriculture employees even though the bureau or office concerned might have to find replacements through its own efforts or those of the Office of Personnel.

Claude R. Wickard

Secretary

INDEX ENTRIES:

PERSONNEL

Transfer, Policy on Release of Employees for
Employees, Policy on Release of for transfer
Personnel, Policy on Release of for transfer

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Secretary

Personnel, Policy on Release of for transfer
Employees, Policy on Release of for transfer
Transfer, Policy on Release of Employees for



DEPARTMENT OF AGRICULTURE

WASHINGTON

October 27, 1942

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Secretary's File Room

MEMORANDUM NO. 989, SUPPLEMENT NO. 1

Policy on Release of Employees for Transfer
Within the Department of Agriculture

By virtue of the authority vested in the United States Civil Service Commission by Executive Order No. 9063 dated September 6, 1942, Executive Order No. 9243 dated September 12, 1942, and Directive No. X, War Manpower Commission, dated September 14, 1942, the Civil Service Commission, in Regulation IX, Section 3, as amended effective September 27, 1942, provided that intra-agency transfers could be effected by the head of a department without the prior approval of the Civil Service Commission, and that the head of the department could, in his discretion, confer reemployment benefits in effecting such transfers.

The Director of Personnel is hereby authorized and directed to issue instructions and to take direct action such as may be necessary to effect the transfer of Department employees within the same bureau or office, or between bureaus or offices with or without the consent of the employees or of the bureaus or offices in which they are employed, or to which they are to be transferred in the Department of Agriculture. The Director of Personnel is further authorized and directed to issue instructions and to take direct action such as may be necessary to confer or not to confer, in his discretion, reemployment benefits in effecting such transfers.

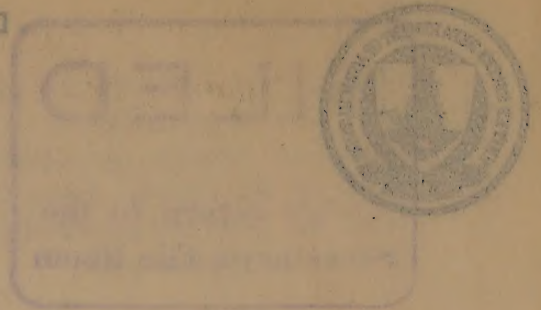
Paul H. Lippel
Under Secretary

Claude R. Wickard
Secretary

PERSONNEL 22

DEPARTMENT OF AGRICULTURE
WASHINGTON

October 27, 1942

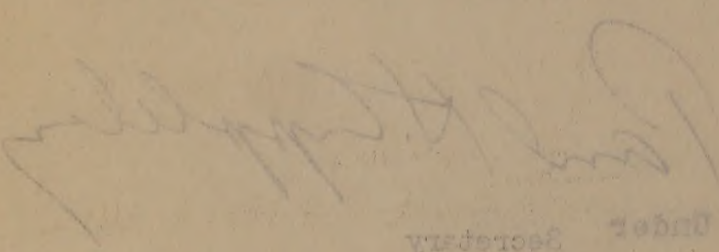


MEMORANDUM NO. 982, SUPPLEMENT NO. 1

Policy on Release of Employees for Transfer
Within the Department of Agriculture

By virtue of the authority vested in the United States Civil Service Commission by Executive Order No. 9003 dated September 6, 1942, Executive Order No. 9213 dated September 12, 1942, and Executive Order No. 9417 dated September 14, 1942, the Civil Service Commission, in Regulation IX, Section 3, as amended effective September 27, 1942, provided that intra-agency transfers could be effected by the head of a department without the prior approval of the Civil Service Commission, and that the head of the department could, in his discretion, confer reemployment benefits in effecting such transfers.

The Director of Personnel is hereby authorized and directed to issue instructions and to take direct action such as may be necessary to effect the transfer of department employees within the same bureau or office, or between bureaus or offices with or without the consent of the employees or of the bureaus or offices in which they are employed, or to which they are to be transferred in the Department of Agriculture. The Director of Personnel is further authorized and directed to issue instructions and to take direct action such as may be necessary to confer or not to confer, in his discretion, reemployment benefits in effecting such transfers.


Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

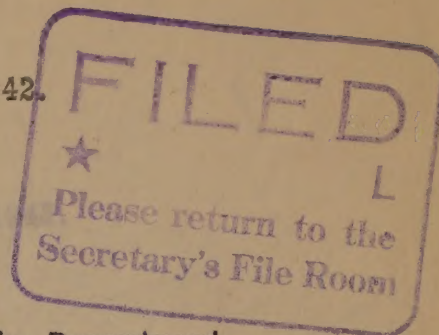
OFFICE OF THE SECRETARY

WASHINGTON

March 7, 1942.

MEMORANDUM NO. 990

Department Procurement Authority



In recent years the expanding responsibilities of the Department have greatly increased the volume and variety of procurement problems, both in the field service and in Washington. The purpose of this Memorandum is to establish means by which Department procurement policies and procedures may be easily adjusted to meet these changing situations. It is further intended that the new arrangement will aid the Department in continuing its record of careful and economical purchasing.

Under the provisions of Department Regulation 1111 the Director of Finance is responsible for "the general management and coordination of procurement activities of the several bureaus and offices of the Department." This broad grant of responsibility shall hereafter be construed to include the authority (1) to establish such procurement systems and policies, and (2) to delegate such purchasing and contracting authorities as in the opinion of the Director of Finance will be helpful in the orderly and economical procurement of equipment, materials, supplies, construction, and services for use or consumption by the Department.

The Director of Finance is also authorized to designate contracting officers to: (a) sign formal procurement contracts based upon awards by such officers, and (b) execute extensions, renewals, findings of fact, and other actions relating to such contracts; provided that such documents shall be cleared by the Solicitor or field representatives designated by him. The provisions of Department Regulation 3142 shall be observed where bonds are needed in connection with these contracts.

Existing authorities and limitations shall continue to apply until and unless modified by the Director of Finance.

The Regulations of the Department are being amended in the light of this new procurement policy.

Claude R. Wickard

PROCUREMENT AUTHORITY, DEPARTMENT
Director of Finance
Authorization
Policy, Procurement

Secretary

PROCUREMENT

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

March 7, 1947

MEMORANDUM NO. 990

Department Procurement Authority

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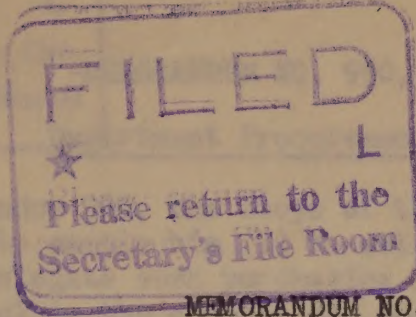
Secretary

Director of Finance
Washington
Office, Procurement



DEPARTMENT OF AGRICULTURE

WASHINGTON



March 12, 1942.

MEMORANDUM NO. 991

Designation of responsibility to Forest Service
for Guayule Rubber Project

Public Law 473, approved March 5, 1942, authorizes the Secretary of Agriculture "to provide for the planting of guayule and other rubber-bearing plants and to make available a source of crude rubber for emergency and defense uses."

I hereby designate the Forest Service as the Departmental agency to be responsible for the administration of the program authorized by said Act.

It is also my desire that the Bureau of Plant Industry do the necessary research within its usual field of endeavor, under a plan to be worked out jointly by the two bureaus. The Forest Service should also call on any other bureaus in the Department where necessary to insure essential technical or other services, or assistance of any kind.

Claude B. Wickard

ORGANIZATION

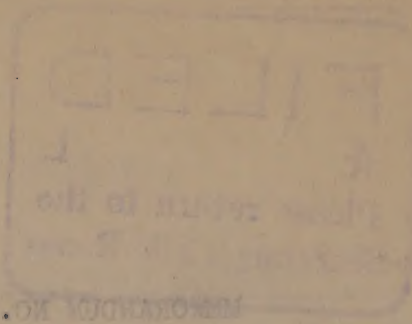
Rubber Project, Forest Service designated as agency responsible for
Forest Service Designated as Agency responsible for Guayule Rubber Project
Guayule Rubber Project, Forest Service designated as agency to administer

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DEPARTMENT OF AGRICULTURE
WASHINGTON



March 12, 1943.



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Charles H. Wickard

Approved: _____
Special Agent in Charge, Forest Service, Department of Agriculture

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Secretary's File Room

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 18, 1942

MEMORANDUM NO. 990, Supplement 1

Department Procurement Organization

In Secretary's Memorandum 990, the scope of the responsibility of the Director of Finance was enlarged to enable him (1) to establish such procurement systems and policies and (2) to delegate such purchasing and contracting authorities as in his opinion will be helpful in the orderly and economical procurement of equipment, materials, supplies, construction, and services for use or consumption by the Department.

In order that the staff engaged in procurement work under the Director of Finance can devote an increasing amount of its energies to the broad field of procurement management (including contracting, purchasing, storing of supplies and materials, and related activities), and in order that service activities in the Office of the Secretary can be more clearly integrated, the following changes in organization and functions shall be effective on and after May 1, 1942.

1. Responsibilities of the Chief, Office of Plant and Operations

The Chief of the Office of Plant and Operations, in addition to his present duties, shall be responsible for the operation of the three organizations listed below. In addition, he shall be responsible for the review and approval of all passenger traffic information systems and services within the Department. He shall also act as Chairman of the Departmental Board of Survey for the term ending June 30, 1943. To facilitate the execution of these responsibilities, the following are transferred to the Office of Plant and Operations:

- (1) The Central Supply Section
- (2) The Passenger Unit of the Traffic Section
- (3) The Surplus Property Unit

I am asking the Executive Secretary of the Administrative Council to work with the Director of Finance and the Chief of the Office of Plant and Operations in transferring the operations, staff, money, positions, and equipment between their offices, in accordance with this plan.

2. Review of Technical Specifications

To facilitate field procurement and to relieve the Technical Advisory Board of the daily burden of reviewing specifications which involve no special problems (thereby freeing the Board to deal with the growing equipment problems of the Department), it shall be the responsibility of procurement contracting officers to submit to the Technical Advisory Board those technical specifications on which some special problem exists or on which technical advice is desired. Therefore, function No. 1, assigned to the Board in Secretary's Memorandum No. 819 of May 12, 1939, is amended accordingly. Applicable standard Department technical specifications shall be used as promulgated unless deviations are approved by the Technical Advisory Board.

Claude R. Wickard

Secretary

ORGANIZATION 1/Sec

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 990, Supplement 1

Department Procurement Organization

In Secretary's Memorandum 990, the scope of the responsibility of the Director of Finance was enlarged to enable him (1) to establish such procurement systems and policies and (2) to delegate such purchasing and contracting authorities as in his opinion will be helpful in the orderly and economical procurement of equipment, materials, supplies, construction, and services for use or consumption by the Department. In order that the staff engaged in procurement work under the Director of Finance can devote an increasing amount of its energies to the broad field of procurement management (including contracting, purchasing, storing of supplies and materials, and related activities), and in order that service activities in the Office of the Secretary can be more clearly integrated, the following changes in organization and functions shall be effective on and after May 1, 1942.

I. Responsibilities of the Chief, Office of Plant and Operations

The Chief of the Office of Plant and Operations, in addition to his present duties, shall be responsible for the operation of the three organizations listed below. In addition, he shall be responsible for the review and approval of all passenger traffic information systems and services within the Department. He shall also act as Chairman of the Departmental Board of Survey for the term ending June 30, 1943. To facilitate the execution of these responsibilities, the following are transferred to the Office of Plant and Operations:

- (1) The Central Supply Section
- (2) The Passenger Unit of the Traffic Section
- (3) The Surplus Property Unit

I am asking the Executive Secretary of the Administrative Council to work with the Director of Finance and the Chief of the Office of Plant and Operations in transferring the operations, staff, money, positions, and equipment between their offices, in accordance with this plan.

2. Review of Technical Specifications

To facilitate field procurement and to relieve the Technical Advisory Board of the daily burden of reviewing specifications which involve no special problems (thereby freeing the Board to deal with the growing equipment problems of the Department), it shall be the responsibility of procurement contracting officers to submit to the Technical Advisory Board those technical specifications on which some special problem exists or on which technical advice is desired. Therefore, Function No. 1, assigned to the Board in Secretary's Memorandum No. 819 of May 12, 1939, is amended accordingly. Applicable standard Department technical specifications shall be used as promulgated unless deviations are approved by the Technical Advisory Board.

FILED
★ L
Please return to the
Secretary's File Room

March 12, 1942.

MEMORANDUM NO. 992

To Chiefs of Bureaus and Offices:

Activity Outside United States

Your attention is called to the attached copy of my letter of March 12, 1942. to the Secretary of State.

In order to effect coordination on a departmental level of the scope equivalent to that suggested by the Secretary of State on an interdepartmental level, it is requested that in the future all plans and proposals involving departmental activity outside the United States, its territories and insular possessions shall be cleared through the Office of Foreign Agricultural Relations.

In his letter to me, the Secretary of State has suggested that the following information should be submitted in respect to all plans and proposals involving activity outside the United States:

- (a) the name of the project and country or countries to be visited,
- (b) the names of the proposed representatives with a brief biographical sketch of each, along with a statement as to what investigation has been made of the loyalty and responsibility of each,
- (c) the complete itinerary,
- (d) a description of operations and objectives of the project,

March 12, 1948.

MEMORANDUM FOR CHIEF OF BUREAU AND OFFICE

Subject: [illegible]

Your attention is called to the attached copy of my letter of

March 10, 1948, to the Secretary of State.

In order to effect coordination on a departmental level of the

scope activities to that suggested by the Secretary of State on an

interdepartmental level, it is requested that in the future all plans

and proposals involving departmental activity outside the United

States, the territories and insular possessions shall be cleared

through the Office of Foreign and Consular Relations.

In his letter to me, the Secretary of State has suggested that

the following information should be submitted in regard to all plans

and proposals involving activity outside the United States:

(a) the name of the project and country or countries to

be visited,

(b) the names of the proposed representatives with a

brief biographical sketch of each, along with a

statement as to what investigation has been made of

the facts and responsibility of each,

(c) the complete itinerary,

(d) a description of operations and objectives of the

project.

- (e) the relation of the project to those in the same field carried on by other agencies of this Government,
- (f) any expressions of interest on the part of the governments of the countries to be visited,
- (g) the proposed instructions to be given to these representatives, and
- (h) the manner in which it is proposed that salary, travel and contingent expenses of such representatives are to be paid.

Claude R. Wickard
Secretary

Attachment

~~Prepared in OFAR~~
~~March 7, 1942~~

TRAVEL

Travel, Foreign - Clearance through Foreign Agr'l Relations for
Foreign Travel - Clearance through Foreign Agr'l Relations for

(e) the relation of the project to those in the same field

carried on by other agencies of this Government,

(f) any expressions of interest on the part of the

governments of the countries to be visited,

(g) the proposed instructions to be given to these

representatives, and

(h) the manner in which it is proposed that salary, travel

and contingent expenses of such representatives are

to be paid.

Secretary

Attachment

Prepared in GSA
March 1, 1955

TRAVEL - Clearance through Bureau and all relations for
Foreign Travel - Clearance through Bureau and all relations for

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

March 12, 1942

The Honorable
The Secretary of State

Dear Mr. Secretary:

Reference is made to Acting Secretary Welles' letter of February 26 in which it is indicated that the Department of State has established a committee of three under the chairmanship of Mr. Welles to consider with interested Government agencies all plans and proposals which require the dispatch of personnel on official business outside the limits of the United States and its insular and territorial possessions. You ask that ranking officers of this Department be designated to meet with this committee from time to time as the need arises.

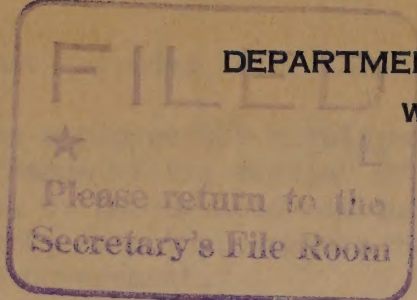
The Department of Agriculture is pleased to cooperate with your Department in this matter. I am designating Mr. L. A. Wheeler, Director of the Office of Foreign Agricultural Relations, as the representative of this Department and Mr. D. F. Christy, Assistant Director of that Office, as alternate to meet with this committee.

Sincerely yours,

Claude R. Wickard

Secretary

File



DEPARTMENT OF AGRICULTURE
WASHINGTON

March 14, 1942.

MEMORANDUM NO. 993

Within-Grade Salary Advancements for Especially Meritorious Services

Section 7(f) of the Classification Act of 1923, as amended by Section 2 of the Mead-Ramspeck Act (Public Law 200, 77th Congress), authorizes the Secretary to make within-grade salary advancements for especially meritorious services. Such advancements would be in addition to the regular within-grade salary advancements provided for by the Act after each eighteen or thirty months of service, as the case may be. Advancements for especially meritorious services may not exceed one step in the grade, and no employee is eligible for more than one such advancement within each of the time periods specified.

Recommendations, in memorandum form, for within-grade promotions under Section 7(f) must be submitted to the Director of Personnel by the chief of the bureau or office in which the individual recommended for promotion is employed. Each recommendation must include supporting data concerning the specific acts or services meriting the salary advancement. A committee consisting of the Director of Personnel, the two Assistant Directors of Personnel, and a fourth member to be selected by the chief of bureau concerned at the time the recommendation is submitted to the Director, shall consider each recommendation.

Recommendations for within-grade promotions for meritorious services may be submitted to the Director of Personnel at any time, and shall be acted upon as promptly as possible by the committee.

A within-grade promotion for especially meritorious services must not be recommended when the case is more properly one involving reclassification rather than within-grade advancement.

Listed below are illustrations of what constitutes "especially meritorious services" for within-grade salary advancement under Section 7(f).

DEPARTMENT OF AGRICULTURE

WASHINGTON



March 15, 1932

MEMORANDUM FOR THE SECRETARY

Within-Trade Advancement for Agricultural
Mechanics

Section 1(1) of the Classification Act of 1923, as amended by Act of the 66th Congress and Public Law 100, 475, Chapter 1, November 1928, is hereby to make within-trade advancement for agricultural mechanics available. The advancement shall be in addition to the regular within-trade salary schedule provided for by the act. It shall be given on thirty months of service, or the one year, or less, as determined by the Director of Agriculture, and no advancement shall be given for advancement within each of the time periods specified.

Recommendations, in accordance with the within-trade advancement system, Section 1(1) must be submitted to the Director of Agriculture, or the Chief of the Bureau of Agriculture, in which the individual is employed, for promotion is employed. Such recommendations must contain a statement of the reasons for the advancement, and the Director of Agriculture, or the Chief of the Bureau of Agriculture, may, at his discretion, refer the matter to the Director of Agriculture, or the Chief of the Bureau of Agriculture, for his consideration. The Director of Agriculture, or the Chief of the Bureau of Agriculture, may, at his discretion, refer the matter to the Director of Agriculture, or the Chief of the Bureau of Agriculture, for his consideration. The Director of Agriculture, or the Chief of the Bureau of Agriculture, may, at his discretion, refer the matter to the Director of Agriculture, or the Chief of the Bureau of Agriculture, for his consideration.

Recommendations for within-trade advancement for agricultural mechanics may be submitted to the Director of Agriculture, or the Chief of the Bureau of Agriculture, in which the individual is employed, for promotion is employed. Such recommendations must contain a statement of the reasons for the advancement, and the Director of Agriculture, or the Chief of the Bureau of Agriculture, may, at his discretion, refer the matter to the Director of Agriculture, or the Chief of the Bureau of Agriculture, for his consideration.

A within-trade advancement for agricultural mechanics may be given on the basis of the within-trade salary schedule provided for by the act. It shall be given on thirty months of service, or the one year, or less, as determined by the Director of Agriculture, and no advancement shall be given for advancement within each of the time periods specified.

First class and first grade of agricultural mechanics may be given on the basis of the within-trade salary schedule provided for by the act. It shall be given on thirty months of service, or the one year, or less, as determined by the Director of Agriculture, and no advancement shall be given for advancement within each of the time periods specified.

The list is not intended to be complete, but merely illustrative.

1. The employee has displayed outstanding initiative in the performance of his regular duties, or outside his assigned duties, or has devised new and improved methods of performing the work, such improvements resulting in substantial advantage to the Government.
2. The employee has, within regular hours, established a unique record for quantity and quality of work done.
3. The employee has performed an act or service of unusual value above and beyond the call of duty.

The memorandum for chiefs of bureaus and offices, dated September 12, 1941, issued by the Director of Personnel, prohibiting within-grade promotions for especially meritorious services until further notice, is hereby rendered inoperative.

The Director of Personnel is hereby authorized to certify the reports of within-grade compensation advancements for especially meritorious services which are required to be submitted quarterly to the Civil Service Commission.

Claude R. Wickard

Secretary

PERSONNEL

Salary advancements for especially meritorious service
Promotions for especially meritoribus services

The list is not intended to be complete, but merely illustrative.

1. The employee has displayed outstanding initiative in the performance of his regular duties, or outside his assigned duties, or has devised new and improved methods of performing the work, such improvements resulting in substantial advantages to the Government.

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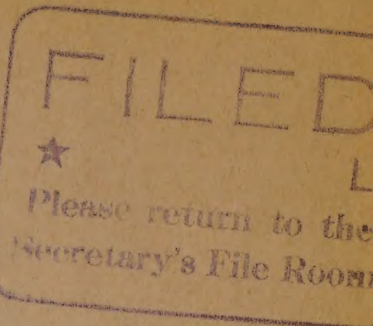
Charles A. Wickard

Secretary

Promotions for especially meritorious services
Salary advancements for especially meritorious service

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

March 16, 1942.



MEMORANDUM NO. 994

Responsibilities of the Agricultural Marketing Administration

Effective immediately the Agricultural Marketing Administration will have primary responsibility for all action programs dealing with the physical distribution and handling of farm products between the farmer and the consumer, including transportation, storage, processing, standardization, market organization and marketing facilities. This does not include transportation or warehousing activities that are an incidental but essential part of other action programs of the Department such as Commodity Credit or Crop Insurance programs or activities essential to the administration of lending functions of the Farm Credit Administration and its agencies, but does include all activities the primary importance of which is transportation, storage, processing or otherwise facilitating the movement of goods from farm to consumer. This Administration shall keep informed about all problems in this field, make such investigations as are necessary, and take whatever steps it can to make the distribution of farm products as efficient as possible.

More specifically this work includes operational investigations of transportation costs, rates and services; preparation of material for presentation before regulatory bodies, working out plans to facilitate the movement of farm products by rail, truck and boat; analyzing the storage situation and taking such steps as are necessary to prevent congestion in distribution; administration of the Warehouse Act; preparing cold storage and dry storage reports and handling other matters pertaining to cold storage warehousing; developing adequate processing and marketing facilities for efficient handling of the various farm products. In carrying out this work, this Administration shall work with other Federal and State agencies (through the Office of Agricultural Defense Relations with those agencies for which OADR has liaison responsibility), and with trade and farm organizations to whatever extent is desirable to facilitate the work.

Claude R. Wickard

Secretary

ORGANIZATION

Agricultural Marketing Admin., Responsibilities of

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

March 18, 1942

MEMORANDUM FOR THE SECRETARY

Effective immediately the Agricultural Marketing Administration will have primary responsibility for all action programs dealing with the physical distribution and handling of farm products between the farmer and the consumer, including transportation, storage, processing, standardization, market organization and marketing facilities. This does not include transportation or marketing activities that are incidental to essential parts of other action programs of the Department such as commodity credit or crop insurance program or activities essential to the administration of lending functions of the Farm Credit Administration and its agencies, but does include all activities the primary importance of which is transportation, storage, processing or otherwise facilitating the movement of goods from farm to consumer. This Administration shall keep informed about all problems in this field, make such investigations as are necessary, and take whatever steps it can to make the distribution of farm products as efficient as possible.

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Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

March 18, 1942.

MEMORANDUM NO. 995

Departmental Committee on Conservation of Rubber Tires
and Maintenance of Trucks for Agricultural Transportation

The Division of Motor Transport of the Office of Defense Transportation is organizing a program to conserve rubber tires on existing trucks, and maintain facilities for truck transportation during the war. The Department of Agriculture has been asked to assist with this program as it pertains to agricultural transportation. In response to this request, a departmental committee is being appointed to consult with members of the Office of Defense Transportation concerned with the program and to consider the contribution which the Department of Agriculture can make to it.

I am appointing the following representatives on this committee:

W. C. Crow, Chairman, Agricultural Marketing Administration
H. C. Trelogan, Office of Agricultural Defense Relations
T. G. Stitts, Farm Credit Administration
John Cassels, Bureau of Agricultural Economics
Fred Northrup, Agricultural Conservation and Adjustment
Administration
D. Haskell Donoho, Solicitor's Office
William P. Kramer, Forest Service
L. M. Vaughan, Extension Service

Claude R. Wickard
Secretary

Index Entries:

COMMITTEES

Committee on Conservation of Rubber Tires and Maintenance of
Trucks for Agricultural Transportation
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Truck Transportation, Agricultural Appointment of Committee
for Maintenance of

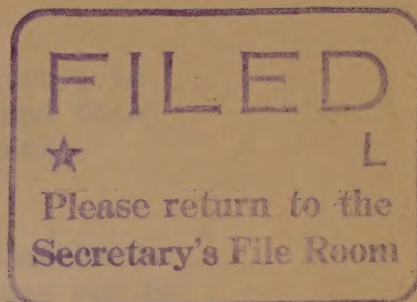
UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

March 19, 1942.

MEMORANDUM NO. 996



Emergency Measures to Conserve Tires and Automobiles

I cannot overstate the serious necessity for conserving every automobile, truck, and rubber tire which the Department now possesses. The plain truth is that so far as can now be seen replacements of such automotive equipment and tires are not likely to be possible for a long time to come. The prohibitions as applied to civilian operations are likely to become even more stringent, as evidenced by the recent recommendations of the House sub-committee on War Department Appropriations which would bar the procurement of any passenger cars by any federal agency (except the White House) without the special approval of the Secretaries of War and Navy. Moreover it is exceedingly improbable that retreaded or recapped tires will be available to the Department.

Emergency measures curtailing the use of passenger automobiles will have to be taken immediately upon a Department-wide basis. Wherever compatible with the performance of our duties we shall have to substitute for them the use of public carriers, despite the additional burden upon agency budget provision for travel by public carrier. Obviously local representatives must depend primarily upon automobiles to carry on direct work with farmers - in helping them to reach production goals, fight disease and insect epidemics, and to accomplish the many other purposes which are integral to our action programs. If other suitable transportation is available it should be used. But if alternative facilities are not available local automobile use must go on, but plans for the best use and care of equipment necessary for these indispensable activities should include every possibility for eliminating unnecessary automobile trips.

Effective immediately until further notice, the following restrictions on automobile travel shall be observed:

1. Official cars may not be used for travel from Washington, regional, or State headquarters to field points, or from field points to State, regional, or Washington headquarters, except in cases of emergency, such as a forest fire, or when no other means of transportation is available, and then only with the permission of the appropriate officer -- the Secretary, or the regional or State director, or similar officer.
2. The use of private cars on a reimbursement basis should not be authorized for travel from Washington, regional, or State headquarters to field points, or from field points to State, regional,

VEHICLES

March 19, 1942.

or Washington headquarters, except in cases of emergency, or when no other means of transportation is available, and then only by the appropriate officer empowered to issue such authorizations.

3. Except when especially authorized by a responsible administrative officer, to meet an emergency, an official car may not be driven, except for repairs and servicing, beyond the boundaries of the area of duty ordinarily assigned, whether this area be a county, district, forest, or other working unit.
4. Except when especially authorized by a responsible administrative officer, to meet an emergency, private cars will not be used on a reimbursement basis for travel beyond the boundaries of the area of duty ordinarily assigned.

Each of the bureaus no doubt will be able to devise ways of curtailing automobile use that will be more effective for its operating conditions than those listed above. Accordingly, when the head of an agency has prepared an alternative set of instructions on automobile travel which will provide for maximum conservation of transportation facilities and at the same time meet the most urgent and essential needs of that agency, he may submit his instructions to this office and, if approved, they will supersede the instructions given above.

In addition to preparing automobile travel instructions every agency shall develop a plan for tire care and the allocation of all automobile equipment to maximize the life and administrative effectiveness of such equipment. These plans must particularly include arrangements for equipment needed for local field work. Wherever it is possible, agreements concerning the conservative use of employee owned cars regularly used for official business should be developed and incorporated in the agency plan. As rapidly as such conservation plans are perfected they should be reported to my office for informational purposes.

Claude R. Weekard
Secretary

TRANSPORTATION

Automobiles, Emergency Measures to Conserve
Tires, Emergency Measures to Conserve
Travel, Restrictions on use of automobiles for

or, in the absence of such, in other means of transportation is available, and then only by the appropriate officer assigned to issue such authorizations.

3. Except when specially authorized by a responsible administrative officer, to meet an emergency, an official car may not be driven, except for repairs and servicing, beyond the limits of the area of duty ordinarily assigned, whether this area be a county, district, forest, or other working unit.

4. Except when specially authorized by a responsible administrative officer, to meet an emergency, private cars will not be used on a reimbursement basis for travel beyond the boundaries of the area of duty ordinarily assigned.

Each of the bureaus no doubt will be able to devise ways of controlling automobile use that will be more effective for its operating conditions than those listed above. Accordingly, when the head of an agency has issued an alternative set of instructions on automobile travel which will provide for maximum conservation of transportation facilities and at the same time meet the most urgent and essential needs of that agency, he may submit his instructions to this office and, if approved, they will supersede the instructions given above.

In addition to preparing automobile travel instructions every agency should develop a plan for the care and the allocation of all automobile equipment to maximize the life and administrative effectiveness of such equipment. These plans must particularly include arrangements for replacement of cars. However, it is possible, especially in the case of official business, that use of privately owned cars occasionally may be necessary. Such use should be developed and incorporated in the agency plan. As a result, conservation plans are prepared they should be reported to this office for informational purposes.

Secretary

Approved: _____
Special Agent in Charge

4/13/42

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File

April 10, 1942

MEMORANDUM NO. 996, Supplement 1
Equipment Conservator

FILED
★ L
Please return to the
Secretary's File Room

In my Memorandum No. 996, issued March 19, 1942, I called the attention of all officers of the Department to the critical necessity for taking steps immediately to conserve every automobile, truck, and rubber tire that the Department possesses and I laid down certain policies to achieve that goal. Since that memorandum was issued the automotive situation facing the country and this Department has become even more critical. Accordingly, I have today designated Mr. A. B. Thatcher, Chief of the Office of Plant and Operations, to serve as my special representative for effectuating the purposes of that memorandum and for conserving all other mechanical and technical equipment owned by the Department. Critical shortages in most forms of mechanical and technical equipment are already developing. These must also be met by husbanding what we now have and at the same time making it fully available where it is most vitally needed. I am directing Mr. Thatcher to give these tasks the highest priority because it is essential that all possible steps to conserve the Department's equipment be taken quickly.

Mr. Thatcher, as Equipment Conservator, will be available to assist in the preparation of bureau automotive equipment plans pursuant to my Memorandum No. 996, and to review and recommend such plans for my final action. He will also advise the Bureaus and Offices concerning other mechanical and technical equipment problems, and report to me from time to time progress in meeting our needs or difficulties encountered which call for further action.

Bureaus are expected to submit their plans for the conservation of automotive equipment, as ordered in Memorandum No. 996, to Mr. Thatcher not later than May 15, 1942.

I shall expect Mr. Thatcher to recommend to me, after consultation with the affected agencies, general policies and procedures deemed necessary to achieve the purposes of this memorandum, and of Memorandum No. 996, and, upon my approval, to supervise and direct their effectuation.

Claude R. Wickard

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

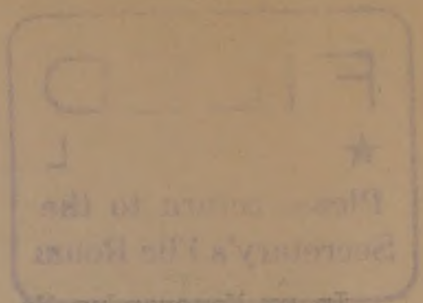
OFFICE OF THE SECRETARY

WASHINGTON

April 10, 1942

MEMORANDUM NO. 996, Supplement I

Equipment Conservator



In my Memorandum No. 996, issued March 19, 1942, I called the attention of all officers of the Department to the critical necessity for taking steps immediately to conserve every automobile, truck, and rubber tire that the Department possesses and I laid down certain policies to achieve that goal. Since that memorandum was issued the automotive situation facing the country and this Department has become even more critical. Accordingly, I have today designated Mr. A. E. Thatcher, Chief of the Office of Plant and Operations, to serve as my special representative for effectuating the purposes of that memorandum and for conserving all other mechanical and technical equipment owned by the Department. Critical shortages in most forms of mechanical and technical equipment are already developing. There must also be met by insuring what we now have and at the same time making it fully available where it is most vitally needed. I am directing Mr. Thatcher to give these tasks the highest priority because it is essential that all possible steps to conserve the Department's equipment be taken quickly.

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I shall expect Mr. Thatcher to recommend to me, after consultation with the affected agencies, general policies and procedures deemed necessary to achieve the purposes of this memorandum, and of Memorandum No. 996, and, upon my approval, to supervise and direct their effectuation.

Charles R. Wickard

Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON

May 29, 1942

MEMORANDUM NO. 996, Supplement 2

Subject: Special Assistant to the Equipment Conservator

The surplus CCC equipment situation as it affects the Departmental operations has reached the point where it is deemed advisable to establish coordination at the Department level in dealing with other Government agencies in this matter. I am, therefore, requesting that Mr. Fred Morrell, Chief, CCC Activities, serve as Special Assistant to the Equipment Conservator, designated under Memorandum No. 996, Supplement 1, for the specific purpose of representing the Department in its dealings with such Government agencies as may be concerned with surplus CCC equipment.

Such agencies of the Department as have need for this surplus equipment will present their requirements through Mr. Morrell's office. Mr. Arthur B. Thatcher, Equipment Conservator, and Mr. Fred Morrell, Special Assistant on surplus CCC equipment, are hereby authorized to negotiate and/or approve such agreements as may be required to secure this equipment on a loan basis or by permanent transfer in accordance with its availability and the needs of the Department.

Claude R. Wickard

Secretary

PROPERTY

CCC Equipment, Special Assistant on Surplus
Equipment Conservator, Special Assistant to
Assistant to the Equipment Conservator, Special
Surplus CCC Equipment, Special Assistant on

L.

PROPERTY 4

DEPARTMENT OF AGRICULTURE

WASHINGTON



May 22, 1943

MEMORANDUM NO. 258, Supplement 2

Subject: Special Assistant to the Equipment Conservator

The surplus CCC equipment situation as it affects the Departmental operations has reached the point where it is deemed advisable to establish coordination at the Department level in dealing with other Government agencies in this matter. I am, therefore, requesting that Mr. Fred Norrell, Chief, CCC Activities, serve as Special Assistant to the Equipment Conservator, designated under Memorandum No. 258, Supplement 1, for the specific purpose of representing the Department in its dealings with such Government agencies as may be concerned with surplus CCC equipment.

Such agencies of the Department as have need for this surplus equipment will present their requirements through Mr. Norrell's office. Mr. Arthur S. Thatcher, Equipment Conservator, and Mr. Fred Norrell, Special Assistant on surplus CCC equipment, are hereby authorized to negotiate and/or approve such agreements as may be required to secure this equipment on a loan basis or by permanent transfer in accordance with the availability and the needs of the Department.

Respectfully,

Special Assistant

PROPERTY
CCC Equipment, Special Assistant on Surplus
Equipment Conservator, Special Assistant to
Assistant to the Equipment Conservator, Special
Surplus CCC Equipment, Special Assistant on

Rec'd No. 1004
July 7, 1942

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 6, 1942

MEMORANDUM NO. 996, Supplement No. 3

Disposition of Surplus Office Equipment
and Release of Space

The Department faces a very serious situation in connection with its space and office equipment needs in the District of Columbia. There is a definite relationship between these needs. Some bureaus and agencies require additional equipment and space while others, which have diminished needs, are allowing surplus office equipment to lie idle and to occupy valuable office and storage space which is also vitally needed.

In view of the foregoing situation, effective as of the date of this order, I am impounding, in the custody of the Equipment Conservator, all office equipment and machines now in storage in the attics and basements of the Administration, South, and Annex Buildings, or in other storage quarters in the District of Columbia, pending determination by the Conservator as to whether such equipment is surplus to the needs of the bureau or agency claiming custody. Whenever equipment and machinery are in storage it will be presumed, unless otherwise clearly shown, that such equipment and machines are surplus to the needs of the storing agency.

I am also directing that appropriate officials of the several bureaus and agencies of the Department make an immediate and personal survey of their organizations with a view to removing from active working quarters all office equipment and machines that are not essential to the administration of the programs assigned to such bureaus or agencies. The Equipment Conservator will provide the necessary labor to remove such surplus office equipment and machines to departmental storage quarters, which have been provided.

I am also directing the Equipment Conservator to establish an Office Equipment and Machines Pool in which the surplus equipment and machines of the Department will be accumulated and from which such equipment and machines may be assigned, as required, to meet expanding needs of the departmental bureaus and agencies. Accurate inventories will be made of all equipment so transferred in order that the property accountability records of the bureaus and agencies affected may be properly adjusted.

PROPERTY 4

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 1, 1922

MEMORANDUM NO. 996, Supplement No. 3

Disposition of Surplus Office Equipment
and Release of Space

The Department faces a very serious situation in connection with its space and office equipment needs in the District of Columbia. There is a definite relationship between these needs. Some bureaus and agencies require additional equipment and space while others, which have diminished needs, are allowing surplus office equipment to fill idle and to occupy valuable office and storage space which is also vitally needed.

In view of the foregoing situation, effective as of the date of this order, I am appointing, in the custody of the Equipment Conservator, all office equipment and machines now in storage in the attic and basements of the Administration, South, and Annex Buildings, or in other storage quarters in the District of Columbia, pending determination by the Conservator as to whether such equipment is surplus to the needs of the bureau or agency claiming custody. Whenever equipment and machinery are in storage it will be presumed, unless otherwise clearly shown, that such equipment and machines are surplus to the needs of the storing agency.

I am also directing that appropriate officials of the several bureaus and agencies of the Department make an immediate and personal survey of their organizations with a view to removing from active working quarters all office equipment and machines that are not essential to the administration of the programs assigned to such bureaus or agencies. The Equipment Conservator will provide the necessary labor to remove such surplus office equipment and machines to departmental storage quarters, which have been provided.

I am also directing the Equipment Conservator to establish an Office Equipment and Machines Pool in which the surplus equipment and machines of the Department will be accumulated and from which such equipment and machines may be assigned, as required, to meet expanding needs of the departmental bureaus and agencies. Accurate inventories will be made of all equipment so transferred in order that the property accountability records of the bureaus and agencies affected may be properly adjusted.

All space made available by removal of such surplus equipment will, of course, be subject to consideration for reassignment.

Paul H. Supply

Acting Secretary

PROPERTY

Equipment, Office, Disposition of Surplus
Office Equipment and Machines Pool, Establishment for Surplus Equipment
Property, Disposition of Surplus
Space, Release of Unneeded storage space

All space made available by removal of such surplus equipment will, of course, be subject to consideration for reassignment.

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

September 21, 1942.

Reg. No. 1060 (Sec)
9-22-42

MEMORANDUM NO. 996, Supplement 4

Area Agricultural Equipment Committees

In order to provide a more effective means whereby the Equipment Conservator may prosecute more vigorously and expeditiously the programs dealing with the conservation and utilization of Department equipment, salvage, etc., I am hereby directing that there be organized an Area Agricultural Equipment Committee in each of the geographical areas indicated on the attached map, composed of representatives of the several bureaus and agencies operating in these areas, who will assist the Equipment Conservator in the performance of the following functions:

1. The effectuation of the policies enunciated in Memorandum No. 996, Supplement 1, dated April 10, 1942, Plant and Operations Circular No. 82, dated August 4, 1942, and such other related policies as have heretofore been, or may hereafter be, promulgated.
2. The development of an area transportation program to meet the vital needs of the Department whereby our equipment and rubber may be utilized in the most effective way and with the objective of proper conservation practices and cooperative travel wherever possible.
3. The vigorous prosecution of the Department's salvage program as it pertains to official supplies, materials and equipment.
4. The active prosecution of a records disposal program whereby we may release file equipment badly needed for more vital use.

Bureau Chiefs are requested to designate a field representative to serve on each of the respective Area Committees, such designations to be forwarded to the Equipment Conservator not later than ten days from the date of this Memorandum.

PROPERTY

DEPARTMENT OF AGRICULTURE
WASHINGTON



September 21, 1932

Mr. J. M. Smith, Secretary

Re: Agricultural Extension Service

In order to provide a more effective service to the farmers of the United States, the Department of Agriculture has decided to reorganize the Agricultural Extension Service. This reorganization will be completed by the end of the year 1933. The new organization will be based on the principle of decentralization, and will consist of a central office in the Department of Agriculture, and a number of regional offices in the various States. The regional offices will be responsible for the extension work in their respective States, and will report to the central office. The central office will be responsible for the general supervision and coordination of the extension work, and will also be responsible for the collection and dissemination of information regarding the extension work.

1. The extension work of the Department of Agriculture is being reorganized in accordance with the plan set forth in the report of the Committee on Agricultural Extension, dated April 10, 1932, and the report of the Committee on Agricultural Extension, dated August 4, 1932, and the report of the Committee on Agricultural Extension, dated October 10, 1932.

2. The extension work of the Department of Agriculture is being reorganized in accordance with the plan set forth in the report of the Committee on Agricultural Extension, dated April 10, 1932, and the report of the Committee on Agricultural Extension, dated August 4, 1932, and the report of the Committee on Agricultural Extension, dated October 10, 1932.

3. The extension work of the Department of Agriculture is being reorganized in accordance with the plan set forth in the report of the Committee on Agricultural Extension, dated April 10, 1932, and the report of the Committee on Agricultural Extension, dated August 4, 1932, and the report of the Committee on Agricultural Extension, dated October 10, 1932.

4. The extension work of the Department of Agriculture is being reorganized in accordance with the plan set forth in the report of the Committee on Agricultural Extension, dated April 10, 1932, and the report of the Committee on Agricultural Extension, dated August 4, 1932, and the report of the Committee on Agricultural Extension, dated October 10, 1932.

Very truly yours,
J. M. Smith, Secretary

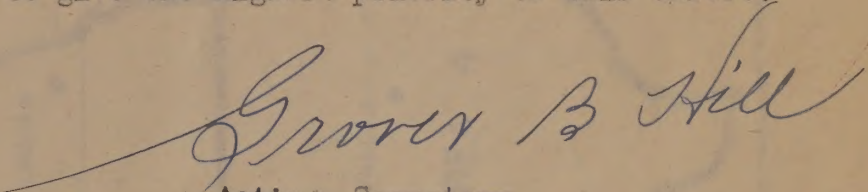
Each Area Committee shall nominate an Area Chairman who, upon recommendation of the Equipment Conservator, will be appointed by the Secretary.

The Area Chairman will serve as a representative of the Equipment Conservator.

The Equipment Conservator will collaborate to the fullest extent with bureau officials in Washington in the effectuation of this program.

I cannot over-emphasize the importance of the functions outlined in this memorandum. Cooperation is essential to meet a total need rather than an individual one. We must revise our standards for equipment utilization in the interest of the greater over-all need. The Department of Agriculture has a real job to do in the war effort which, among other things, calls for the release of equipment not only to the expanded war activities within the Department but also to the Government as a whole.

I shall expect the several Area Committees, which shall function for the duration of the war, to give the highest priority to this effort.


Acting Secretary

Attachment

PROPERTY

Committee, Area Agricultural Equipment, Organization of
Equipment Committee, Area Agricultural, Organization of

ms

It is my hope that the results of the work done by the various committees will be of great value to the Government.

The work done by the various committees will be of great value to the Government.

The work done by the various committees will be of great value to the Government.

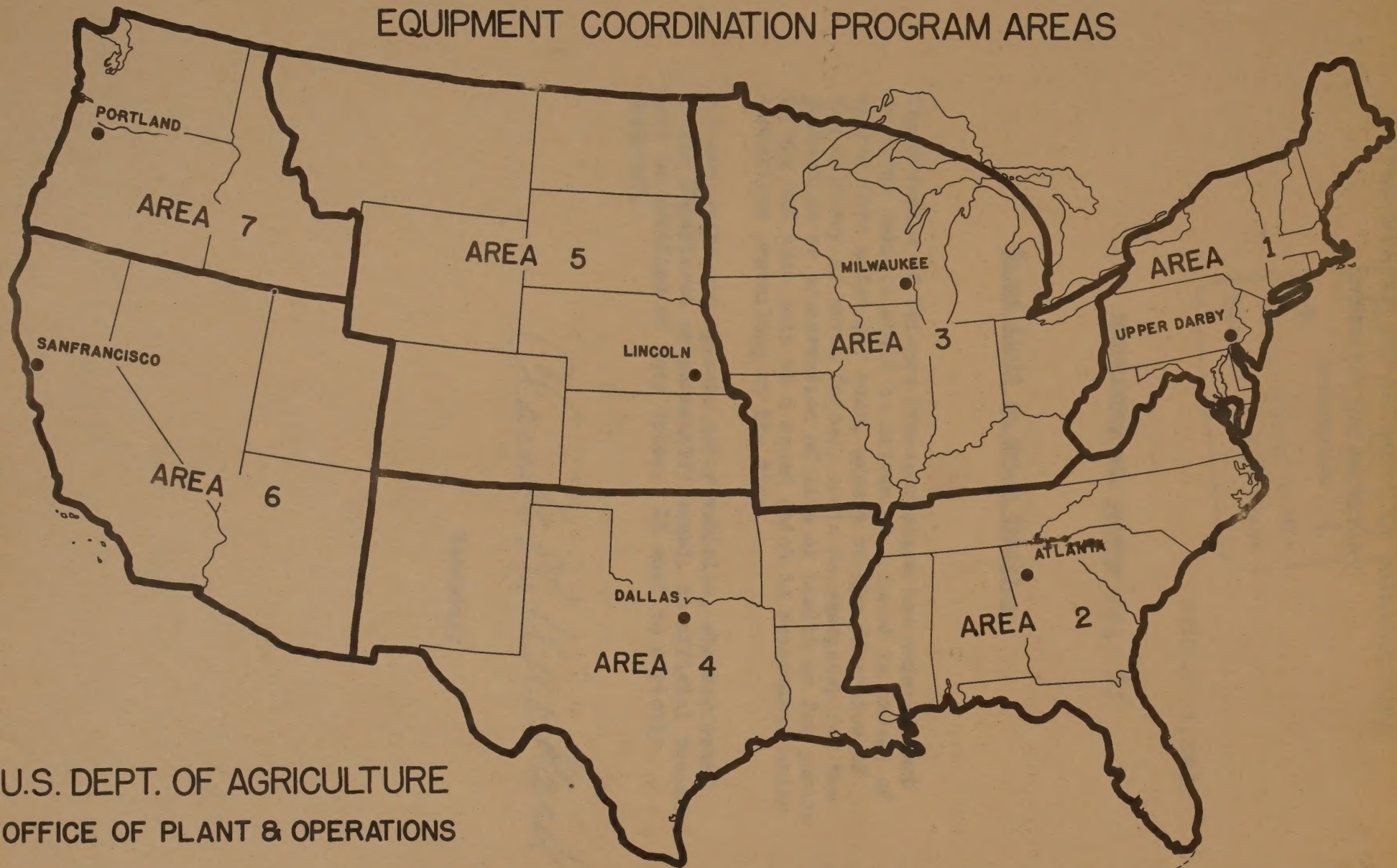
I cannot overstate the importance of the work done by the various committees. It is essential to the success of the Government that the work done by the various committees be of the highest quality. I am sure that the work done by the various committees will be of great value to the Government.

I shall expect the various committees to continue their work with the same energy and efficiency.

Secretary

Committee on Agriculture, Department of Agriculture
Committee on Commerce, Department of Commerce

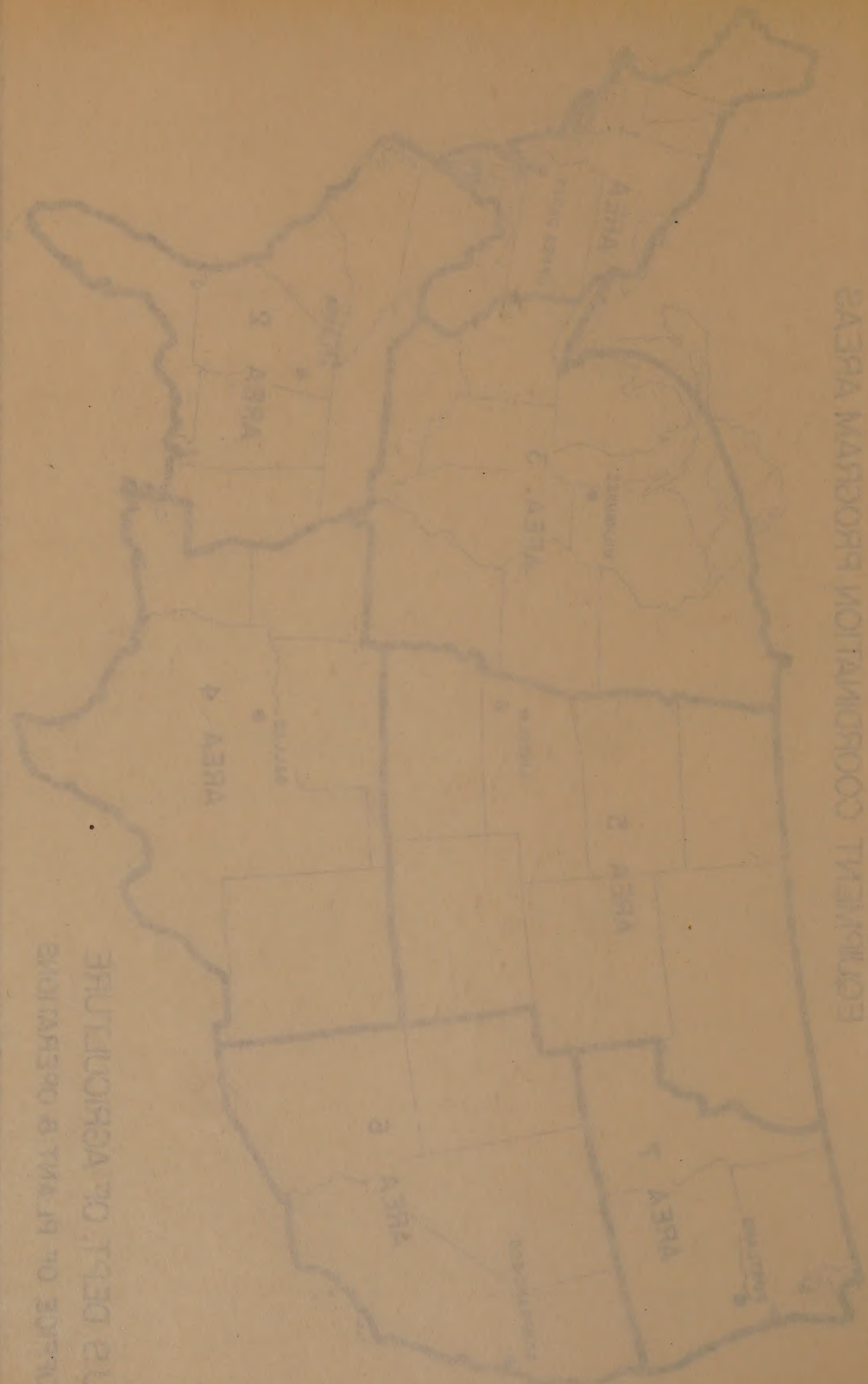
EQUIPMENT COORDINATION PROGRAM AREAS



U.S. DEPT. OF AGRICULTURE
OFFICE OF PLANT & OPERATIONS

КАРТА МАГДОРЪ ИОТАИРООС ТИМЪИОС

ОБЩЕ О ПЪТЪИ И ОБЩЕИ
 ИОТАИРООС ТИМЪИОС



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



Please return to the
Secretary's File Room

October 1, 1942

MEMORANDUM NO. ~~1047~~ 996-55

Speed Limit on Motor Vehicles

The Director of Defense Transportation has ordered that no motor vehicle shall be driven at a speed in excess of thirty-five miles per hour, except at the direction of the military or naval forces, or in an emergency for the protection or preservation of life or health or for public safety and then only at a speed which is reasonable under conditions prevailing at the time.

All employees who operate motor vehicles, whether owned by the Department or personally owned, on official business must be notified of this order. It must be strictly observed.

Claude R. Wickard

Secretary

PROPERTY 4

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

RECEIVED JAN 10 1918

Special Order on Motor Vehicles

The Director of Defense Transportation has ordered that
no motor vehicle shall be driven at a speed in excess of
thirty miles per hour, except at the direction of
the military or naval forces, or in an emergency for the
protection or preservation of life or property for which
a fast speed is a special need, or in the case of motor
vehicles traveling at the time.

All employees who operate motor vehicles, whether owned
by the Government or personally owned, or official business
must be notified of this order. It must be strictly
observed.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON L

Please return to the
Secretary's File Room

October 13, 1942.

MEMORANDUM NO. 996, SUPPLEMENT 6

General Order O.D.T. 21

Under the provisions of General Order O.D.T. 21, dated September 8, 1942, (7 Federal Register 7100), no person (defined to include the Federal Government) shall, on and after November 15, 1942, operate any commercial motor vehicle within the continental limits of the United States unless there is in force with respect to such motor vehicle a "Certificate of War Necessity" issued by the Office of Defense Transportation.

Mr. Arthur B. Thatcher, in his capacity as Equipment Conservator, is hereby directed to assume responsibility for effectuating the purposes of that Order as it pertains to the Department of Agriculture. He will collaborate with the Office for Agricultural War Relations on all matters pertaining to general policy.

Bureaus and agencies of the Department will comply to the fullest extent in accomplishing the purpose of that Order.

Claude G. Wickard

Secretary

VEHICLES

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

October 12, 1942

October 12, 1942

MEMORANDUM NO. 956, SUPPLEMENT 6

General Order O.D.T. 21

Under the provisions of General Order O.D.T. 21, dated September 8, 1942, (Federal Register 7100), no person (defined to include the Federal Government) shall, on and after November 15, 1942, operate any commercial motor vehicle within the continental limits of the United States unless there is in force with respect to such motor vehicle a "Certificate of War Necessity" issued by the Office of Defense Transportation.

Mr. Arthur B. Thatcher, in his capacity as Equipment Conservator, is hereby directed to assume responsibility for effectuating the purposes of that Order as it pertains to the Department of Agriculture. He will collaborate with the Office for Agricultural War Relations on all matters pertaining to general policy.

Bureau and agencies of the Department will comply to the fullest extent in accomplishing the purpose of that Order.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 21, 1942

MEMORANDUM NO. 996, Supplement 7

Appointment of Area Chairmen for the
Area Agriculture Equipment Committees.

In accordance with the provisions of Memorandum No. 996, Supplement 4, dated September 21, 1942, the Area Agriculture Equipment Committees have been constituted and, by their action, Area Chairmen have been nominated.

Accordingly, upon recommendation of the Equipment Conservator, the following persons are hereby appointed Area Chairmen for the respective Areas:

<u>Area</u>	<u>Name</u>	<u>Address</u>
1	William J. Gross	Soil Conservation Service, Upper Darby, Pennsylvania
2	John S. Ruggles	Farm Security Administration, Raleigh, North Carolina
3	Harold K. Hill	Agricultural Adjustment Agency, Madison, Wisconsin
4	Hollis R. Williams	Soil Conservation Service, Fort Worth, Texas
5	Leslie B. Owen	Farm Security Administration, Denver, Colorado
6	Warren V. Benedict	Bureau of Entomology and Plant Quarantine Oakland, California
7	Floyd V. Horton	Forest Service, Portland, Oregon

Ernest B. Hill
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

November 21, 1942

MEMORANDUM NO. 996, Supplement 7

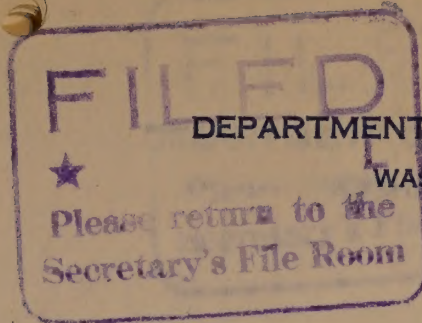
Appointment of Area Chairmen for the
Area Agriculture Equipment Committee.

In accordance with the provisions of Memorandum No. 996, Supplement 4, dated September 21, 1942, the Area Agriculture Equipment Committee have been constituted and, by their action, Area Chairmen have been nominated.

Accordingly, upon recommendation of the Equipment Conservator, the following persons are hereby appointed Area Chairmen for the respective Areas:

Area	Name	Address
1	William J. Gross	Soil Conservation Service, Upper Darby, Pennsylvania
2	John S. Hughes	Farm Security Administration, Raleigh, North Carolina
3	Harold K. Hill	Agricultural Adjustment Agency, Madison, Wisconsin
4	Hollis R. Williams	Soil Conservation Service, Fort Worth, Texas
5	Leslie B. Owen	Farm Security Administration, Denver, Colorado
6	Warren V. Benedict	Bureau of Entomology and Plant Quarantine Oakland, California
7	Floyd V. Horton	Forest Service, Portland, Oregon

Secretary



Regn. 4102
Dated 2-11-43

February 11, 1943.

MEMORANDUM NO. 996, Supplement 8

Utilization of Automotive Tires and Tubes
Bureau of the Budget Circular No. 412

Bureau of the Budget Circular No. 412, dated February 6, 1943, issued under the authority of Executive Order No. 9235, dealing with the utilization of automotive tires and tubes now in the possession of non-military agencies, is transmitted herewith for the information of all Departmental Administrations, Bureaus and Agencies. The provisions of this circular are explicit and self-explanatory and it is directed that all agencies having custody of rubber tires and tubes be governed accordingly.

Attention is directed to the last paragraph of Circular No. 412 which requires a study of present uses of automotive equipment. In order that this information may be presented to the Bureau of the Budget for the Department as a whole, I am asking the Equipment Conservator to collaborate with the Bureaus and Agencies in the conduct of these studies, to review and recapitulate the findings and make a report to me at the earliest practicable date.

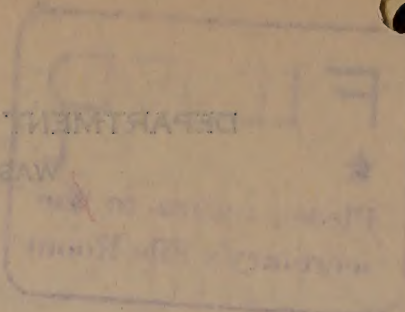
Ernest B. Hill
Acting Secretary

PROPERTY

11-1-45

DEPARTMENT OF AGRICULTURE

WASHINGTON



February 1, 1945

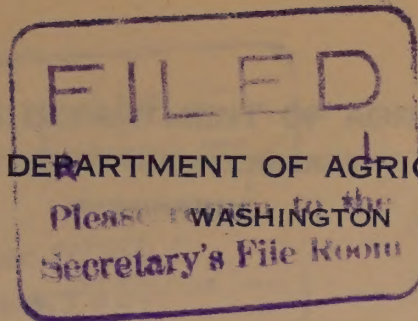
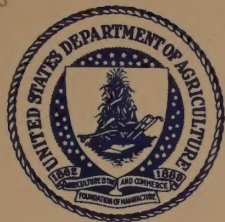
Memorandum No. 505, Supplement 2

Subject: The United States Department of Agriculture

Person of the United States Department of Agriculture, No. 512, dated February 1, 1945, stated upon the receipt of Executive Order No. 9835, dealing with the utilization of executive class and other law in the possession of non-military agencies, as transmitted herewith for the attention of all Departmental Administrations, to the provisions of this circular and to the provisions of the Departmental Regulations, No. 1, dated February 1, 1945, and it is directed that all agencies having custody of either class and other be covered accordingly.

Attention is directed to the fact that paragraph 1 of Circular No. 512, which requires a survey of present uses of executive equipment, in order that this information may be presented to the Bureau of the Department of Agriculture as a basis, I am asking the Department of Agriculture to collaborate with the Bureau and to submit in the course of these studies, to review and reexamine the findings and make a report to me at the earliest practicable date.

James A. Hill
Assistant Secretary



Regn. 4113
Dated 3-5-43

March 5, 1943.

MEMORANDUM NO. 996, Supplement 9

Mileage Administrator

The attached copy of a Memorandum from the President of the United States to the Heads of all Departments and Agencies in the Federal Government is forwarded for the information of all personnel of the Department who may be concerned with the use or operation of motor or any other rubber-borne vehicles, as set forth in that Memorandum.

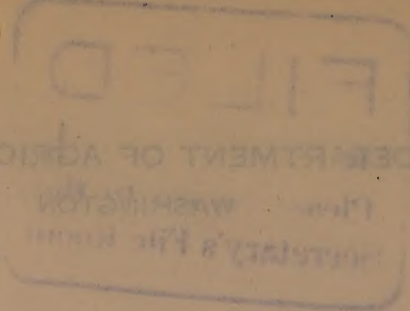
Pursuant to the request of the President, I have designated Mr. Arthur B. Thatcher, Chief of the Office of Plant and Operations, as Mileage Administrator for the Department. Mr. Thatcher is authorized to supervise the use of Government and privately owned or leased motor vehicles being driven in the service of the Department, to make studies of the use of rubber-borne vehicles and establish procedures whereby unnecessary driving can be eliminated.

It is important that Department officials cooperate to the fullest extent with the Mileage Administrator in the furtherance of such studies or programs as may be initiated.

Ernest B. Hill
Acting Secretary

Attachment

PERSONNEL 19



March 1, 1944

MEMORANDUM NO. 998, Supplement 2

Milage Administrator

The attached copy of a memorandum from the President of the United States to the heads of all Departments and Agencies in the Federal Government is forwarded for the information of all personnel of the Department who may be concerned with the use or operation of motor or any other rubber-borne vehicles, as set forth in that memorandum.

Pursuant to the request of the President, I have designated Mr. Arthur H. Thatcher, Chief of the Office of Plant and Operations, as Milage Administrator for the Department. Mr. Thatcher is authorized to supervise the use of Government and privately owned or leased motor vehicles being driven in the service of the Department, to make studies of the use of rubber-borne vehicles and establish procedures whereby unnecessary driving can be eliminated.

It is important that Department officials cooperate to the fullest extent with the Milage Administrator in the furtherance of such studies or programs as may be initiated.

Arthur H. Thatcher
Acting Secretary

Attachment

Regn. 4126
Date 3-18-43

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

★
WASHINGTON

Please return to
Secretary's File

March 18, 1943.

MEMORANDUM NO. 996, SUPPLEMENT 10

Establishment of a Department Equipment Management Council

Pursuant to the recommendation of the Chief of the Office of Plant and Operations as Equipment Conservator (Secretarial Memorandum No. 996, Supplement 1) and Mileage Administrator (Secretarial Memorandum No. 996, Supplement 9), and in accordance with designations by the Heads of the major administrations which have the largest and most difficult equipment problem, the following officials are hereby appointed to serve on a "Department Equipment Management Council" to advise on policy and procedural matters incident to the formulation and development of the foregoing and related programs:

J. Harold Monson	Food Production Administration
F. J. Hughes	Food Distribution Administration
George R. Boyd	Agricultural Research Administration
William P. Kramer	Forest Service

James B. Hill
Acting Secretary

PROPERTY

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

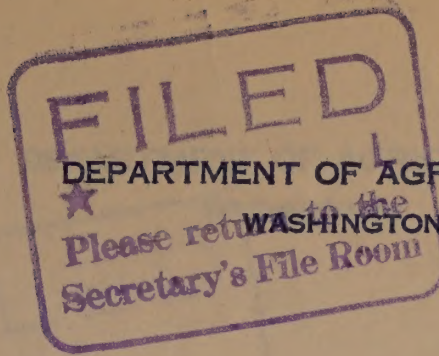
MEMORANDUM NO. 990, SUPPLEMENT 10

Establishment of a Department Equipment Management Council

Pursuant to the recommendation of the Chief of the Office of Plant and Operations as Equipment Coordinator (Secretarial Memorandum No. 990, Supplement 1) and Village Administrator (Secretarial Memorandum No. 990, Supplement 2), and in accordance with designations by the Heads of the major administrations which have the largest and most difficult equipment problem, the following officials are hereby appointed to serve on a "Department Equipment Management Council" to advise on policy and procedural matters incident to the formation and development of the foregoing and related programs:

Food Production Administration	J. Harold Hanson
Food Distribution Administration	F. J. Hughes
Agricultural Research Administration	George R. Boyd
Forest Service	William F. Kranner

Secretary



Regn. 4194
Dated 6-11-43

June 11, 1943

MEMORANDUM NO. 996, Supplement 11

Appointment of an Area Chairman for the
Area II Agriculture Equipment Committee

By nomination of the Area II Agriculture Equipment Committee and upon recommendation of the Equipment Conservator, Mr. Herbert G. Knoch of the Forest Service at Atlanta, Georgia, is hereby appointed Area Chairman of that Committee vice Mr. John S. Ruggles who recently resigned from the Government Service.

Ernest B. Hill
Assistant Secretary

PROPERTY

DEPARTMENT OF AGRICULTURE
WASHINGTON
OFFICE OF THE SECRETARY



March 11, 1923

MEMORANDUM NO. 288, Supplement II

Appointment of an Area Chairman for the
Area II Agriculture Equipment Committee

By nomination of the Area II Agriculture Equipment Com-
mittee and upon recommendation of the Equipment Conser-
vator, Mr. Herbert G. Knapp of the Forest Service at
Atlanta, Georgia, is hereby appointed Area Chairman of
that Committee vice Mr. John E. Ruggles who recently re-
signed from the Government Service.

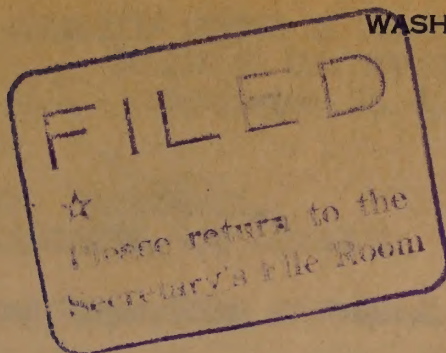
Assistant Secretary

Reg. 1200
Dated 6-29-43



DEPARTMENT OF AGRICULTURE

WASHINGTON



June 28, 1943

MEMORANDUM NO. 996, SUPPLEMENT 12

Utilization and Disposition of Federal Equipment,
Materials, and Supplies

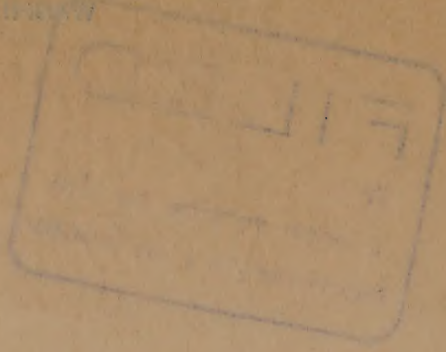
Bureau of the Budget Circular Number 417, dated May 7, 1943, dealing with utilization and disposition of federal equipment, materials, and supplies is transmitted herewith for the information of Departmental administrations, bureaus, and offices. This circular emphasizes further the necessity for reviewing stocks of equipment, materials, and supplies on hand and the declaration of such items as are not needed in order that they may be made available to other agencies of government.

Pursuant to Bureau of the Budget requirements and responsibilities vested by the Secretary in the Equipment Conservator, established policies and procedures will govern the disposal of surplus property of this Department.

Transactions which might be permissible under Public Law 670, if any, shall be reported to the Office of Budget and Finance.

Paul H. Hyslop
Under Secretary

Attachment



MEMORANDUM NO. 288, SUPPLEMENT 12

Utilization and Disposition of Federal Equipment,
Materials, and Supplies

Bureau of the Budget Circular Number 417, dated May 7, 1943, dealing with utilization and disposition of Federal equipment, materials, and supplies is transmitted herewith for the information of Departmental Administrations, Divisions, and Offices. This circular emphasizes further the necessity for reviewing stocks of equipment, materials, and supplies on hand and the disposition of such items as are not needed in order that they may be made available to other agencies of Government.

Pursuant to Bureau of the Budget requirements and responsibilities vested by the Secretary in the Equipment Conservation Committee, established policies and procedures will govern the disposal of surplus property of this Department.

Transactions which might be permissible under Public Law 670, if any, shall be reported to the Office of Budget and Finance.

[Handwritten signature]
Under Secretary

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
Washington, D. C.

May 7, 1945

TO THE HEADS OF EXECUTIVE DEPARTMENTS,
INDEPENDENT ESTABLISHMENTS, AND AGENCIES

SUBJECT: Utilization and Disposition of Federal Equipment, Materials, and Supplies

It has been the practice of many agencies to hold stocks of equipment, materials, and supplies for anticipated future need; however, the present critical material situation will not permit a continuance of this policy. Some of these stocks of equipment, materials, and supplies are at the sites of suspended and finished projects. No stocks can be allowed to remain idle, but must be used to meet day-to-day needs, and the future prosecution of suspended projects should be left for future review and appropriation. Equipment, materials, and supplies in the possession or under the control of Federal agencies, as defined in Executive Order 9235, which must be immediately explored in this connection, may be placed in the following categories:

1. Necessary in the current prosecution of functions, activities, or projects;
2. Stand-by inventories for repair, replacement, and anticipated expansion;
3. Temporarily idle, resulting from project suspension;
4. Surplus to the needs of the function, activity, or project for which acquired.

It is necessary that every administrative head immediately review the stock of equipment, materials, and supplies on hand under each of the above categories; determine their essentiality for the prosecution of approved functions, activities, and projects; effect intra-agency adjustments in accordance with procedures set forth in Bureau of the Budget Regulation No. 1, issued under authority of Executive Order 9235; and release, at once, as much as possible to other agencies through declarations of surplus to the Procurement Division, Treasury Department. Special consideration should be given to stocks of building materials, copper wire, structural steel, machine tools, office furniture, and office machines.

It is paramount that all intra-agency as well as interagency transfers of surplus equipment, materials, and supplies be effected in such a manner as will maintain the integrity of appropriations concerned.

Federal agencies, especially Government-owned or controlled corporations, may have stand-by inventories acquired by the use of funds expressly appropriated

EXECUTIVE ORDER OF THE PRESIDENT
JANUARY 17, 1943
WASHINGTON, D. C.

JAN 17, 1943

TO THE HEADS OF EXECUTIVE DEPARTMENTS,
AND MEMBERS OF THE EXECUTIVE SECRETARIAT

SUBJECT: Utilization and disposition of Federal equipment, materials, and supplies

It has been the practice of many agencies to hold stocks of equipment, materials, and supplies for anticipated future needs. However, the present critical national situation will not permit a continuance of this policy. Some of these stocks of equipment, materials, and supplies are at the risk of becoming obsolete and wasted. It is necessary to bring about a more efficient use of these stocks for the present and future needs, and the future prosecution of required projects should be left for future review and reorganization. Equipment, materials, and supplies in the possession or under the control of Federal agencies, as defined in Executive Order 8835, which must be immediately disposed in this connection, may be placed in the following categories:

1. Necessary in the current prosecution of functions, activities, or projects;
2. Needed by investigators for research, replacement, and anticipated expansion;
3. Temporarily idle, resulting from project suspension;
4. Surplus to the needs of the function, activity, or project for which acquired.

It is necessary that every administrative head immediately review the stock of equipment, materials, and supplies on hand under each of the above categories, determine their essentiality for the prosecution of a given function, activity, line, and project; effect a more efficient utilization of those with no present need for them in pursuance of the urgent legislation he is faced with; and, where possible, as much as possible, transfer to other agencies through decisions of surplus to the Government Division, Treasury Department. Special consideration should be given to stocks of building materials, supplies, structural steel, machine tools, office furniture, and office machines.

It is further required that all this survey as well as subsequent transfers of surplus equipment, materials, and supplies be effected in such a manner as will maintain the integrity of expenditures concerned.

Federal agencies, especially Government-owned or controlled corporations, may have surplus inventories required by the use of funds expressly appropriated

to provide working stocks to be used for maintenance, repair, and approved expansion. Such stocks, although presently idle, should not be confused with surplus stocks. The determination as to the portion of such inventories which can be made available for redistribution rests with the administrative head of such agency or corporation. However, all stand-by inventories should be reviewed and items which can be released without interference with the program for which they were acquired should be declared to Treasury Procurement as surplus.

Included in the equipment, materials, and supplies which are determined to be surplus to the needs for which acquired will doubtless be many special and technical items of apparatus, equipment, and related supplies, the characteristics of which are best known to the holding agency. Whenever possible, such items should be left in the custody of the declaring agency, and the technical knowledge of representatives of such agency should be utilized by the Procurement Division in the care of and negotiation for transfer or sale of such items.

Useable or repairable equipment, materials, and supplies, including items of industrial salvage (but not scrap or waste), which have been determined to be excess to the divisions or bureaus of the Army or Navy or to the needs of related war contractors, and which are not immediately saleable, under appropriate authorities, directly by either of the above services for use in war industry shall be deemed as "surplus" and made available to the Procurement Division for custody or disposition in accordance with item 1 (c) of Bureau of the Budget Regulation No. 1.

Equipment, materials, and supplies which have been administratively determined to be scrap or waste shall be disposed of by the agency having control thereof under existing authorities.

The Federal Property Utilization Branch of the Procurement Division has been established on a regional basis and is prepared to give prompt and efficient service in transferring and selling equipment, materials, and supplies which are surplus to the needs of the several owning agencies, or to the needs of the entire Federal Government. It is desirable that surplus declarations be voluntary and the result of well-conceived plans; however, such surpluses must be promptly released. If surpluses are not developed and promptly released for redistribution from the categories noted herein, it may become necessary to require surplus declarations under the authority of Executive Order 9235 to divert scarce equipment, materials, and supplies into the most essential use.

Bureau of the Budget Regulations Nos. 1 and 2 provide for the orderly movement of surplus property in a manner that insures the maintenance of appropriation integrity.

Materials and supplies from stand-by or temporarily idle inventories which cannot be properly declared as surplus may be furnished to one Federal agency by another Federal agency under the terms of Public Law 670 (41 U.S.C. 686), passed by the 77th Congress to provide a means of channelizing such items into useful Federal projects, but this law cannot be employed to move, directly or indirectly, Federal

to provide further details to be used in the development, research, and approval of... The information to be the basis of such information which... can be made available for publication with the administrative head of... and other information which should be reviewed... and it is to be reviewed with the program for which... they have submitted to be included in the program for research.

Included in the program, materials, and supplies which are determined to be... for the needs for which acquired with a view to the general and... included items of equipment, apparatus, and related supplies, the organization... of which are used in the field, and the technical knowledge... should be kept in the custody of the operating agency, and the technical knowledge... of the organization should be retained by the operating agency... in the case of the organization for research or other work.

Materials or reproducible equipment, materials, and supplies, including items of... included equipment (but not items of value), which have been determined to be... to the division or bureau of the agency or to the needs of related... and equipment, and which are not permanently available, under appropriate conditions... that, through the agency of the above services for use in the laboratory shall be... as "equipment" and shall be included in the program for research... or information in accordance with item 1 (c) of Bureau of the Federal... Item 1.

Equipment, materials, and supplies which have been administratively determined... to be items of value shall be disposed of by the agency having control thereof... under existing regulations.

The Federal Property Management Division of the Department of the Interior has been... established as a separate unit and is intended to give power and authority... to the management and selling equipment, materials, and supplies which... are required to the needs of the various operating agencies, or to the needs of the... entire Federal Government. It is desired that certain decisions be taken... and that the results of such decisions be given publicity and that... be given publicity. It is desired that such decisions be given publicity and that... be given publicity from the collection of such decisions, it is desired that... be given publicity under the authority of Executive Order 10050 to... direct agency equipment, materials, and supplies into the most economical use.

Bureau of the Federal Property Management Division, Item 1 and 2 provide for the disposal of... certain property in a manner that insures the maintenance of accountability... Item 1.

Materials and supplies from storage or inventory shall be transferred to the... be properly disposed of as required by the Federal agency for which... Federal agency under the terms of Public Law 859 (41 U.S.C. 101), passed in the... that Congress to provide a means of disposing of such items under Federal... property, but this law cannot be applied to items, directly or indirectly, Federal...

property into non-Federal channels. Close administrative control should be exercised to prevent abuse of the privilege authorized by this law and simple records should be maintained of all such transactions for future review and analysis. Until specific procedures are issued, it is desirable that each agency report monthly to the Bureau of the Budget, by letter, concerning transactions under Public Law 670. Such reports should indicate cost price, appropriation originally charged, transfer price, and agency to which transfer was made.

It is believed that present regulations for the movement of surplus equipment, materials, and supplies are adequate, but such additional policy statements and operating regulations as become necessary will be issued from time to time.

Harold D. Smith
Director

March 20, 1942

MEMORANDUM NO. 997

Advance Clearance of Proposed General
and Regional Conferences

It has been customary for a number of the agencies in the Department to bring together from time to time considerable numbers of its employees from widely scattered stations for the discussion of official matters. These large conferences may involve special considerations of cost, program integration, information, and general administration. Because of the critical character of the times there is need for a more orderly and systematic plan than has existed heretofore for the clearance of meetings of this scope, in order to restrict such meetings to urgent matters as measured by war needs and objectives. Hereafter, when any agency of the Department of Agriculture, after careful consideration, deems it necessary to call such a conference, it will send a request for that purpose to the Office of the Secretary, care of the Executive Secretary to the Administrative Council. The request should include the following information:

1. Time, place, and contemplated duration of the proposed conference.
2. The date when the call should go out.
3. Purpose, and tentative agenda of the conference.
4. Number of Department employees expected at the conference, their general administrative status.
5. Approximate cost of travel and per diem (each to be shown separately), and if not sufficiently covered under 3, justification of such expenditure.
6. The last date this or a substantially similar group was brought together.
7. Other agencies of this Department invited to send representatives, and number expected to attend.
8. Other federal Departments, State, local, or private groups invited to send representatives, and number expected to attend.

Such requests will be given prompt consideration and the agency will be advised at the earliest possible moment of the Secretary's decision.

When an agency wishes to call together small groups, such as its several regional directors, or, within a region, its regional specialists, or State conferences of its supervisory or technical staff within a given State, or local or district meetings of its local employees, or similar meetings, advance clearance will not be required. However, when an agency contemplates calling to Washington or to its center of operations or to some other central location representatives from all its regions or major field units (even though the number involved is relatively small), it will be expected to advise this office of such contemplated meetings as a matter of information.

All field meetings that draw Department people from long distances should be planned so as to hold travel costs to a minimum. For example, the place of meeting should be carefully selected and only those persons who are essential to the purpose of the meeting should be invited to attend. The Passenger Traffic Unit of the Department is in a position to give valuable assistance in determining the cost of transportation to specific points.

Frequently, representatives of other Department agencies are invited to attend meetings called primarily for the purpose of furthering a single agency's program. This is a desirable practice, and should be encouraged, but it is thought best, for the time being, to limit the number of such persons to one from an agency if travel expense is involved, unless in an exceptional case the agency head is convinced that multifunctional aspects of a conference require the attendance of additional representatives.

The cooperation of all members of the Department is requested in order that we may continue to render the best service possible under the conditions which this emergency demands.

Charles B. Wickard
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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Please return to the
Secretary's File Room

November 19, 1942

MEMORANDUM NO. 997, SUPPLEMENT 1

Limiting Meetings During the
Thanksgiving and Christmas Holiday Periods

In order to ease the very heavy load of passenger travel on common carriers during the holiday season, the Director of Defense Transportation has requested all government agencies to "limit, as far as is possible without impairing the war effort, the calling of meetings which would involve travel during the period from November 24 through November 30 and during the period from December 18 through January 10."

All agencies of the Department are instructed to comply with this request.

Claude R. Wickard

Secretary

MEETINGS

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

MEMORANDUM NO. 997, SUPPLEMENT 1

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All agencies of the Department are instructed to comply with this request.

Secretary

Regn. 4097
Dated 2-2-43

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

February 1, 1943.

FILED
Please return to the
Secretary's File Room

MEMORANDUM NO. 997, SUPPLEMENT 2

Limitation of Travel

As combat operations increase the already very heavy load on our transportation facilities, it is going to be necessary to cut down still further on civilian travel. The Director of the Office of Defense Transportation, Mr. Eastman, has made the following requests:

1. Scheduled spacing of annual leaves which involve travel throughout the period January 15--December 15 in such a way as to avoid holiday periods and to cause leaves to begin and end during the middle of the week. Such a program will help in leveling off the travel peaks and make journeys more comfortable.
2. Careful review by all agencies of their government business travel, looking toward a minimum amount of travel consistent with the best interests of the agency involved.
3. Careful personal scrutiny by the agency head of all requests for speakers at conventions, sales meetings, industry shows, and other travel-stimulating gatherings. The appearance of Federal representatives at such events is known to stimulate attendance and often provides the major reason for the meeting. We are aware that some meetings advance the war effort; others provide a bonafide opportunity for dissemination of vital government information and as such are justified. I request, however, that a careful evaluation be made of the purpose and need of Federal representation at meetings to the end that only most essential requests for appearances will be filled.

All agencies of the Department are requested to observe Mr. Eastman's requests and to continue with even greater care our own efforts to eliminate all unessential travel.

Ernest B. Hill
Assistant Secretary

TRAVEL

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

February 1, 1942

MEMORANDUM NO. 937, SUPPLEMENT 2

Limitation of Travel

As combat operations increase the already very heavy load on our transportation facilities, it is going to be necessary to cut down still further on civilian travel. The Director of the Office of Defense Transportation, Mr. Nathan, has made the following requests:

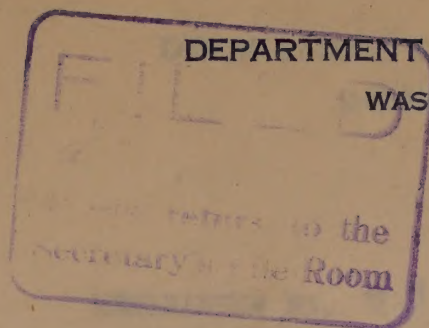
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All agencies of the Department are requested to observe Mr. Nathan's requests and to continue with every effort to eliminate all unnecessary travel.

Secretary



Regn. 4180
Dated - 5-28-43.
May 28, 1943

MEMORANDUM NO. 997, SUPPLEMENT NO. 3

Limitation of Travel

Last January, Mr. Eastman, Director of the Office of Defense Transportation, requested all government agencies to cooperate in a travel conservation program in three ways: (1) to schedule annual leaves involving travel throughout the period from January 15 to December 15 in such a way as to avoid holiday periods, and to cause leaves to begin and end during the middle of the week; (2) to review their Government business travel and endeavor to reduce the amount of such travel to the minimum consistent with the best interests of the agency involved; and (3) to scrutinize carefully all requests for speakers at conventions, trade shows, and similar gatherings, bearing in mind that the appearance of Government representatives at such meetings stimulates attendance and often provides the major reason for the meeting.

The necessity for further conservation of travel facilities is now so urgent that Mr. Eastman, in a message to this Department, dated May 6, 1943, has reiterated and re-emphasized his January requests, contained in Memorandum No. 997, Supplement 2. Each of these three suggestions for saving transportation must be followed closely by all of us in the Department if government agencies are to make their full contribution to this program.

This conservation policy involves no sacrifice beyond those which everyone is being asked to make in order to bring about the travel savings which must be effected if the railroads and bus lines are to perform satisfactorily their wartime obligations.

I feel that administrations, bureaus and offices of this Department can be of great help in this campaign by seeing to it that our employees set an example in travel conservation. I ask that they be advised of the compelling nature of Mr. Eastman's message and that full support be given to the program.

Claude R. Wickard
Secretary

TRAVEL

DEPARTMENT OF AGRICULTURE
WASHINGTON



MAY 28 1943

MEMORANDUM NO. 997, SUPPLEMENT NO. 3

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Secretary

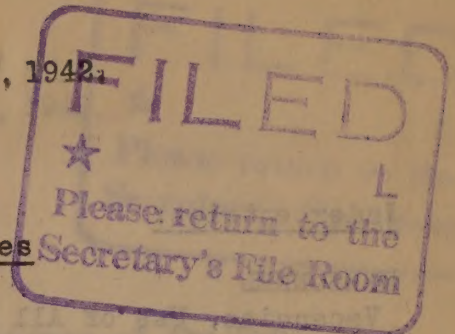


DEPARTMENT OF AGRICULTURE
WASHINGTON

March 20, 1942.

MEMORANDUM NO. 998

Use of All Department Personnel Facilities
In Filling Vacancies



During these critical times it is essential that we utilize the services of all employees of the Department in positions for which they are best qualified. It is necessary for us to take stock of our employees, to readjust our functions, and to do so with the thought uppermost in mind that we are making an all-out effort to win the war.

In order to accomplish this, it is essential that we utilize the available recruiting facilities in every possible way. Units within bureaus and offices must bring to the attention of their personnel officers their needs with respect to personnel. They must also make known to their personnel officers the employees who are capable of assuming additional responsibilities in order that they may be accorded consideration for placement where their services will be of greatest value. Promotion from within the Department is almost always desirable. Employees trained in the fundamentals of Department of Agriculture policies and practices are more valuable than new employees. It is our duty to think first of our responsibilities toward the Department as a whole, and secondly of the minor inconveniences which may be caused by taking an employee from one office and placing him where his services can be utilized to the fullest extent.

Word has come to us from time to time that the bureaus and offices of the Department are having trouble in filling vacant positions. In fact, specific instances have come to our attention where administrative officers in bureaus have said that it was impossible to secure personnel to fill vacancies. Subsequently, upon investigation, we found that neither the bureau personnel office nor the Office of Personnel of the Department were aware that the vacancies existed. One of the primary joint functions of the bureau personnel offices and of the Office of Personnel is to secure through every available means at their disposal adequate and competent personnel to staff the Department of Agriculture. Personnel officers are currently informed of many sources of recruitment and they can meet the personnel needs of the bureaus and offices if the pertinent information concerning the existing vacancies is presented in time.

In view of the above, all responsible administrative officers in the Department of Agriculture must work as closely as possible with their bureau personnel officers in an effort to utilize to the utmost the facilities of the Office of Personnel and of the Civil Service Commission.

Claude R. Wickard

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM NO. 978

Index entries:

PERSONNEL

Use of All Department Personnel Facilities in Filling Vacancies

Vacancies, Use of All Department Personnel Facilities in Filling
Personnel Facilities, Use of all Departments, for Filling Vacancies
Recruitment of Personnel, Use of All Department Personnel Facilities
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Personnel and of the Civil Service Commission.

Charles R. Wickard



DEPARTMENT OF AGRICULTURE
WASHINGTON

March 25, 1942. ★

MEMORANDUM NO. 999

Tydings Questionnaire

On March 19, 1942, Senator Millard E. Tydings, chairman of the Subcommittee on Inquiry in re Transfer of Employees Under S. Res. 223, 77th Congress, addressed the following letter to heads of departments and other governmental agencies:

"There has come to the attention of the Committee the fact that certain departments or agencies have advised their supervisory personnel receiving questionnaires from this Committee as to the types of answers that should be given to the various questions included in the questionnaire.

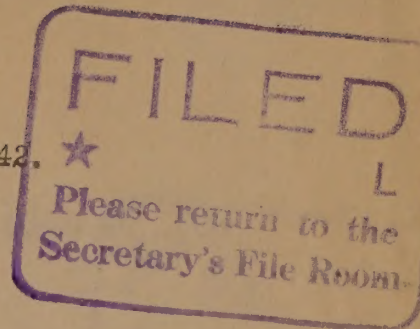
It is expected that advice may be necessary as to certain information desired in connection with personnel, space, office equipment, etc. actually in use on specified dates - such information in many instances only being available in central administrative units of the particular department or agency. It is the specific desire of the Committee, however, that other inquiries of the questionnaire be answered by the persons to whom the questionnaire was directed, WITHOUT INFLUENCE BY THE ADMINISTRATIVE HEADS OR ANY OTHER OFFICIALS OF A HIGHER ORGANIZATIONAL RANK. This request applies particularly to the response to be given to Schedules B and F. Those receiving the questionnaire should return same direct to the Committee in the envelope provided therefor. The Committee will take such steps as may be found necessary in order to establish the degree, if any, that responses to questionnaires have been influenced.

Your cooperation in this connection will be highly appreciated."

Each official of the Department of Agriculture who has received a questionnaire from the subcommittee of which Senator Tydings is chairman, and all officials of an organizational rank higher than that of the official to whom the questionnaire was directed, must act in strict compliance with the foregoing instructions.

Claude R. Wickard

Secretary



Questionnaire, transfer of employees
Transfer, of employees, questionnaire
Tydings questionnaire re transfers



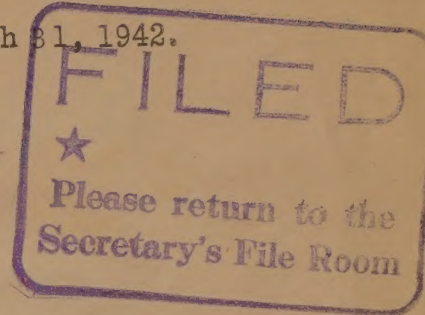
DEPARTMENT OF AGRICULTURE
WASHINGTON

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March 31, 1942.

MEMORANDUM NO. 1000 *omit*

Departmental Fertilizer Committee



I am setting up a Departmental Fertilizer Committee to advise with the War Production Board and the Office of Price Administration through the Office of Agricultural Defense Relations on problems relating to allocations of available supplies of fertilizer materials and other problems which may arise concerning fertilizers. This Committee will be made up as follows:

E. D. White, Agricultural Adjustment and Conservation Administration, Chairman
William F. Watkins, Bureau of Agricultural Economics
David Meeker, Office of Agricultural Defense Relations
Arnon L. Mehring, Bureau of Plant Industry
James G. Maddox, Farm Security Administration
Paul V. Kepner, Extension Service

Claude R. Wickard

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



Departmental Fertilizer Committee

MEMORANDUM NO. 1755

I am setting up a Departmental Fertilizer Committee to advise with the Fertilization Board and the Office of Fertilization through the Office of Agricultural Relations on problems relating to allocation of available supplies of fertilizer materials and to problems which may arise concerning fertilizers. This Committee will be made up as follows:

H. D. White, Agricultural Adjustment and Cooperative Extension Administration, Chairman
William F. Webster, Bureau of Agricultural Economics
David Keener, Office of Agricultural Defense Relations
Arnon L. Montgomery, Bureau of Plant Industry
James G. Munson, Farm Security Administration
Paul V. Wagner, Extension Service

Secretary

*Prepared
by OGC*

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

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CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

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June 17, 1981

SECRETARY'S MEMORANDUM 1000-1

Reorganization of Department

1 BACKGROUND AND PURPOSE

In order to give added emphasis to responsibility placed on the Secretary to administer the Packers and Stockyards Act, 1921, and enforce the provisions of the Consumer Credit Protection Act with respect to activities subject to the Packers and Stockyards Act, 1921, currently administered by the Agricultural Marketing Service, it has been determined that those activities should be administered by a Packers and Stockyards Administration, to be headed by an Administrator.

It has been further determined that the inspection activities of the Food Safety and Quality Service, are principally regulatory in nature and are more logically related to the Department's packers and stockyards, grain inspection, and other regulatory programs. Accordingly, the Food Safety and Quality Service now reporting to the Assistant Secretary for Food and Consumer Services will henceforth report to the Assistant Secretary for Marketing and Transportation Services. In connection with such realignment, the title of the Assistant Secretary for Marketing and Transportation Services will be changed to Assistant Secretary for Marketing and Inspection Services.

It has further been determined that those functions relating to grading and standardization activities and egg inspection currently administered by the Food Safety and Quality Service are more logically associated with other marketing functions and, therefore, should be administered by the Agricultural Marketing Service. In connection with such realignment, the name of the Food Safety and Quality Service will be changed to the Food Safety and Inspection Service.

In addition, when I gave public notice of the establishment of the position of Assistant Secretary for Economics, I stated that the purpose of the action was to give added emphasis to the economic

concerns facing farmers. In order to give further support to that action, I have decided to separate the functions currently performed by the Economics and Statistics Service into two new program agencies, the Economic Research Service and the Statistical Reporting Service. Management support services for the two agencies as well as the World Food and Agricultural Outlook and Situation Board, which is being renamed the World Agricultural Outlook Board to better reflect its responsibilities, will be carried out by a new staff unit, the Economics Management Staff.

It has been further determined that the consumer affairs function of the Department should be assigned to the Assistant Secretary who has responsibility for the Department's feeding and nutrition programs. Accordingly, the Office of Consumer Affairs will report to the Assistant Secretary for Food and Consumer Services and be renamed the Office of the Consumer Advisor.

It has also been determined that the functions currently performed by the Consumer Nutrition Center, the Dietary Guidance and Nutrition Education Staff, and the Food and Nutrition Information Center, of the Science and Education Administration should likewise be transferred to the Assistant Secretary for Food and Consumer Services, and be administered by a Human Nutrition Information Service, to be headed by an Administrator. Management support services for the Human Nutrition Information Service will be provided by the Food and Nutrition Service.

It has also been determined that the Office of Environmental Quality will be abolished. The environmental analysis and assessment function and other functions heretofore performed by that office will be transferred to appropriate USDA agencies so they may be better integrated with other aspects of the Department's ongoing programs.

In the Science and Education area, it has been decided to delegate greater authority to administrators of major SEA programs to strengthen program effectiveness and promote overall operational efficiency. Accordingly, the Science and Education Administration will be separated into the Agricultural Research Service, the Cooperative State Research Service and the Extension Service, to be headed by Administrators, and the National Agricultural Library, to be headed by a Director. Management support services for the above agencies will be provided by a Science and Education Management Staff, to be headed by a Director. Functions performed by the Higher Education Staff and the Joint Planning and Evaluation Staff will be transferred to the Science and Education

Management Staff and be performed by an Office of Higher Education and a Science and Education Coordination Staff respectively. The Administrator of the Human Nutrition Center will report to the Administrator, Agricultural Research Service.

It has also been determined that management support activities currently performed by the Agricultural Marketing Service on behalf of the Office of Transportation, the Federal Grain Inspection Service and the Agricultural Cooperative Service should be performed by a Marketing and Inspection Management Staff, to be headed by a Director. The Marketing and Inspection Management Staff will also provide management support services for the Packers and Stockyards Administration.

Lastly, to better reflect its responsibilities, the Office of Budget, Planning and Evaluation is being renamed the Office of Budget and Program Analysis.

2 CHANGE IN TITLE OF ASSISTANT SECRETARY

The title of the Assistant Secretary for Marketing and Transportation Services is hereby changed to Assistant Secretary for Marketing and Inspection Services.

3 AGENCIES ESTABLISHED

There are hereby established the following agencies:

- a The Packers and Stockyards Administration, to be headed by an Administrator who shall report to the Assistant Secretary for Marketing and Inspection Services.
- b The Marketing and Inspection Management Staff, to be headed by a Director who shall report to the Assistant Secretary for Marketing and Inspection Services.
- c The Economic Research Service and the Statistical Reporting Service, each agency to be headed by an Administrator who shall report to the Assistant Secretary for Economics.
- d The Economics Management Staff, to be headed by a Director who shall report to the Assistant Secretary for Economics.
- e The Agricultural Research Service, the Extension Service, and the Cooperative State Research Service, each agency to

be headed by an Administrator who shall report to the Director of Science and Education.

- f The National Agricultural Library and the Science and Education Management Staff, each agency to be headed by a Director who shall report to the Director of Science and Education.
- g The Human Nutrition Information Service, to be headed by an Administrator who shall report to the Assistant Secretary for Food and Consumer Services.

4 AGENCIES ABOLISHED

The Economics and Statistics Service, the Science and Education Administration, and the Office of Environmental Quality are hereby abolished.

5 ASSIGNMENT OF RESPONSIBILITIES

The following assignment of responsibilities and changes are ordered:

- a The authority currently delegated to the Assistant Secretary for Food and Consumer Services in 7 CFR 2.15(a) and those portions of 7 CFR 2.15(d) that relate to the administration of defense activities relating to wholesomeness of meat and poultry and products thereof, and inspection of eggs and egg products is transferred to the Assistant Secretary for Marketing and Inspection Services.
- b The authority currently delegated to the Administrator, Agricultural Marketing Service in 7 CFR 2.50(a)(8), (9) is hereby delegated to the Administrator, Packers and Stockyards Administration.
- c The authority currently delegated to the Administrator, Agricultural Marketing Service in 7 CFR 2.50(a)(7), (10) is hereby delegated to the Director, Marketing and Inspection Management Staff. In addition, the Director shall provide management support services with authority to take any action required by law or regulation relating to budget, finance, personnel, procurement, property management, and related administrative services as may be agreed upon by the Administrator, Packers and Stockyards Administration.
- d The authority currently delegated to the Administrator, Food Safety and Quality Service in 7 CFR 2.92(a)(1),(2)(i) relating to grading and standardization activities and voluntary inspection of egg products and administration of

the Egg Products Inspection Act is hereby delegated to the Administrator, Agricultural Marketing Service. The name of the Food Safety and Quality Service is renamed the Food Safety and Inspection Service. The Administrator, Food Safety and Inspection Service shall report to the Assistant Secretary for Marketing and Inspection Services.

- e The authority currently delegated to the Administrator, Economics and Statistics Service in 7 CFR 2.85(a)(2), (3), (5), and (11) through (16), and that portion of (a)(9) that relates to defense responsibilities concerning estimates of supplies of agricultural commodities and evaluation of requirements therefor, and food and agricultural aspects of economic stabilization and economic research are transferred to the Administrator, Economic Research Service.
- f The authority currently delegated to the Administrator, Economics and Statistics Service in 7 CFR 2.85(a)(6) through (8) and that portion of (a)(9) that relates to defense responsibilities concerning coordination of damage assessment and food and agricultural aspects of agricultural statistics are transferred to the Administrator, Statistical Reporting Service.
- g The Director, Economics Management Staff shall provide management support services with authority to take any action required by law or regulation relating to budget, finance, personnel, procurement, property management, and related administrative services for the Economic Research Service, the Statistical Reporting Service, and the World Food and Agricultural Outlook and Situation Board, which is hereby renamed the World Agricultural Outlook Board, as may be agreed upon by heads of the agencies.
- h The authority currently delegated to the Director, Office of Consumer Affairs in 7 CFR 2.43 is hereby transferred to the Assistant Secretary for Food and Consumer Services. The Office of Consumer Affairs is hereby renamed the Office of the Consumer Advisor. The Director shall report to the Assistant Secretary for Food and Consumer Services.
- i Those functions currently performed by the Consumer Nutrition Center, the Dietary Guidance and Nutrition Education Staff, and the Food and Nutrition Information

Center, of the Science and Education Administration are hereby transferred to the Assistant Secretary for Food and Consumer Services. The transferred functions will be administered by the Administrator, Human Nutrition Information Service.

- j The Administrator, Food and Nutrition Service shall provide management support services with authority to take any action required by law or regulation relating to budget, finance, personnel, procurement, property management, and related administrative services as may be agreed upon by the Administrator, Human Nutrition Information Service.
- k The following actions are ordered in the Science and Education area:
 - (1) The Joint Planning and Evaluation Staff and the Higher Education Staff are abolished and a new Science and Education Coordination Staff and an Office of Higher Education are established in the Science and Education Management Staff.
 - (2) The functions currently performed by the Administrator, Agricultural Research, those functions currently performed by the Administrator, Human Nutrition (with the exception of those functions transferred to the Assistant Secretary for Food and Consumer Services), and those functions currently performed by the International Programs Staff are transferred to the Administrator, Agricultural Research Service. The Administrator, Human Nutrition Center shall report to the Administrator, Agricultural Research Service.
 - (3) The functions currently performed by the Administrator, Cooperative Research and those functions currently performed by the Competitive Research Grants Office are transferred to the Administrator, Cooperative State Research Service.
 - (4) The functions currently performed by the Administrator, Extension are transferred to the Administrator, Extension Service.
 - (5) Those functions currently performed by the Administrator, Technical Information Systems (with the exception of those functions transferred to the Assistant Secretary for

Food and Consumer Services) are transferred to the Director, National Agricultural Library.

(6) Those functions currently performed by the Deputy Director for Administrative Management, and the Information Staff are transferred to the Science and Education Management Staff. The Director, Science and Education Management Staff shall provide management support services with authority to take any action required by law or regulation relating to budget, finance, personnel, procurement, property management, and related administrative services for the Agricultural Research Service, the Cooperative State Research Service, the Extension Service, and the National Agricultural Library as may be agreed upon by the heads of the agencies.

(7) Those functions currently performed by the Legislative Staff and the Equal Opportunity Staff are transferred to the Agricultural Research Service, the Extension Service, the Cooperative State Research Service and the National Agricultural Library as appropriate.

1 The Office of Budget, Planning and Evaluation is renamed the Office of Budget and Program Analysis.

6 INCIDENTAL TRANSFERS

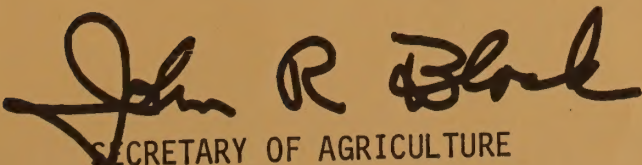
The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.

7 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum remain in full force and effect.

8 TERMINATION

This Memorandum shall remain in effect for ninety days.


SECRETARY OF AGRICULTURE

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
OFFICE OF THE CURATOR
1100 EAST 58TH STREET
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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

EMS NED
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

1

January 12, 1982

SECRETARY'S MEMORANDUM 1000-2

REORGANIZATION OF DEPARTMENTAL ADMINISTRATION

1 BACKGROUND AND PURPOSE

To strengthen program effectiveness and operational efficiency in Departmental Administration, a more manageable set of offices with greater delegated authority to directors of major staff programs is being established. Accordingly, the Office of Operations and Finance will be separated into the Offices of Operations; Finance and Management; Administrative Systems, and Information Resources Management. Each will be headed by a Director. The functions performed by the Office of Safety and Health Management will be transferred to the Office of Finance and Management. Certain incidental functions will also be transferred from the Department's Office of Small and Disadvantaged Business Utilization to the Office of Finance and Management.

The EEO complaint and appeal functions in the Office of Equal Opportunity will be moved to the Office of Personnel. The Office of Equal Opportunity is being renamed the Office of Minority Affairs.

2 AGENCIES ESTABLISHED

There are hereby established the following agencies: the Office of Operations, the Office of Finance and Management, the Office of Administrative Systems, and the Office of Information Resources Management, each agency headed by a Director who shall report to the Assistant Secretary for Administration.

3 AGENCIES ABOLISHED

The Office of Operations and Finance and the Office of Safety and Health Management are hereby abolished.

4 ASSIGNMENT OF RESPONSIBILITIES

The following assignment of responsibilities and changes are ordered:

- a The authority currently delegated to the Director, Office of Operations and Finance in 7 CFR 2.75(a)(1)-(6), (9), and (23) is hereby delegated to the Director, Office of Operations except for that portion of (1)(iii) that relates to grants.
- b The authority currently delegated to the Director, Office of Operations and Finance in 7 CFR 2.75(a)(1)(iii) that relates to grants, and 7 CFR 2.75(a)(7) except for (ii); 7 CFR 2.75(a)(8), (10)-(12), (15), (20)-(22), (24) and (25) is hereby delegated to the Director, Office of Finance and Management.
- c The authority currently delegated to the Director, Office of Operations and Finance in 7 CFR 2.75(a)(7)(ii) and (13) is hereby delegated to the Director, Office of Administrative Systems.
- d The authority currently delegated to the Director, Office of Operations and Finance in 7 CFR 2.75(a)(14), (16)-(18) is hereby delegated to the Director, Office of Information Resources Management.
- e The authority currently delegated to the Director, Office of Operations and Finance in 7 CFR 2.75(a)(19) is hereby delegated to the Director, Office of Personnel.
- f The authority currently delegated to the Director, Office of Safety and Health Management in 7 CFR 2.76 is hereby delegated to the Director, Office of Finance and Management.
- g The authority currently delegated to the Director, Office of Small and Disadvantaged Business Utilization in 7 CFR 2.79(a)(4) that relates to minority bank deposits and grant and loan activities affecting small and minority business is hereby delegated to the Director, Office of Finance and Management.
- h The authority currently delegated to the Director, Office of Equal Opportunity in 7 CFR 2.80(a)(15), (13), and parts of (14), (19) and (20) related to the complaints and appeals process is hereby delegated to the Director, Office of Personnel.
- i The Office of Equal Opportunity is renamed the Office of Minority Affairs.

5 INCIDENTAL TRANSFERS

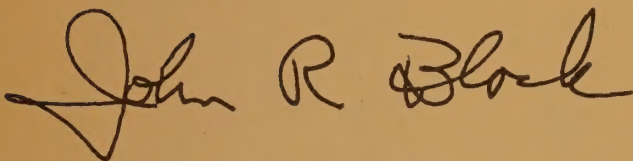
The Assistant Secretary for Administration and Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.

6 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations and other directives not in conflict with the provisions of this Memorandum remain in full force and effect.

7 TERMINATION

This Memorandum shall remain in effect for one hundred and twenty days.

A handwritten signature in dark ink, reading "John R. Block". The signature is fluid and cursive, with the first name "John" being the most prominent.

SECRETARY OF AGRICULTURE



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 12, 1982

SUBJECT: Implementation of Reorganization of
Departmental Administration

TO: Agency Heads

Secretary's Memorandum 1000-2 , Reorganization of Departmental Administration, dated January 12, 1982, announces changes in organization and delegations of authority in Departmental Administration. The changes are effective with issuance of the Secretary's Memorandum. One hundred and twenty days are provided for complete implementation of the reorganization. This memorandum summarizes the changes, designates leadership, and identifies the membership of an Implementation Task Group.

The attachment shows the agencies that will now report to the Assistant Secretary for Administration. Four new offices are established: the Office of Operations (OO), the Office of Finance and Management (OFM), the Office of Administrative Systems (OAS), and the Office of Information Resources Management (OIRM). These agencies replace the Office of Operations and Finance and the Office of Safety and Health Management. The Office of Equal Opportunity is renamed the Office of Minority Affairs (OMA).

Office of Operations. Frank Gearde, Jr. is the Acting Director, Office of Operations, with James Frazier as the Acting Deputy Director. This agency is responsible for Department level administrative services functions including contracting and procurement, real and personal property, space, vehicles, forms and supplies, internal energy management, specified central services, administrative services for Departmental Staff Offices, and executive support services for the Office of the Secretary.

Office of Finance and Management. John E. Carson is the Acting Director, Office of Finance and Management, with Larry Wilson, Jr. as the Acting Deputy Director. This agency is responsible for the functions of the Departmental Finance Officer, including financial administration, management of the Department's Working Capital Fund, and budget and fiscal support services for the Departmental Staff Offices. This agency is also responsible for safety and health management, productivity management, and related programs to evaluate and improve the management processes of the Department.

Office of Administrative Systems. Dean K. Crowther is the Acting Director, Office of Administrative Systems, with Clyde G. McShan II as the Acting Director, National Finance Center. This agency is responsible for agency relations in administrative systems coordination and for operating the National Finance Center (NFC). The NFC will continue to be responsible for Departmental centralized systems, services, and reporting in support of Departmentwide payroll, personnel, payments, billings, collections, accounting, and other related administrative programs. A Washington headquarters office is established to direct the operations of the National Finance Center and to coordinate the activities of the National Finance Center and administrative systems with Departmental agencies, Departmental Staff Offices, the Office of the Secretary, and related Governmental Departments and agencies.

Office of Information Resources Management. Glenn P. Haney is the Acting Director, Office of Information Resources Management, with Bruce R. Riggs and Robert V. Head as Acting Deputy Directors. This agency is responsible for administering the Department's paperwork management functions including records, forms, reports, and directives program; the management and operation of the data processing and telecommunications programs, including the three Departmental computer centers; the planning and management of Departmental data bases; and the development and maintenance of integrated computer networks. This agency is also responsible for developmental support and implementation of the Department's information resources management functions specified in the Paperwork Reduction Act of 1980. (P.L. 96-511.)

Office of Personnel. John W. Fossum is the Director, Office of Personnel, with Charles A. Bucy as Deputy Director. This agency continues to be responsible for Department level personnel functions. In addition, it is now responsible for personnel services for Departmental Staff Offices and the equal employment opportunity complaint and appeal functions.

Office of Minority Affairs. Doris Thompson is the Acting Director, Office of Minority Affairs, with John Miranda as Acting Deputy Director. Except for the complaint and appeal process, this agency continues to be responsible for Department level equal opportunity functions. In addition, it is now responsible for equal opportunity and civil rights services for Departmental Staff Offices.

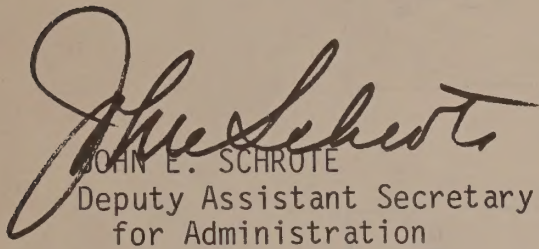
Office of Small and Disadvantaged Business Utilization. Preston A. Davis is the Director. This office continues to be responsible for Department-level activities related to small and disadvantaged business utilization.

The Office of Administrative Law Judges with John A. Campbell as Chief Judge and the Board of Contract Appeals with Jewell F. Lewis as Chairman continue their current functions.

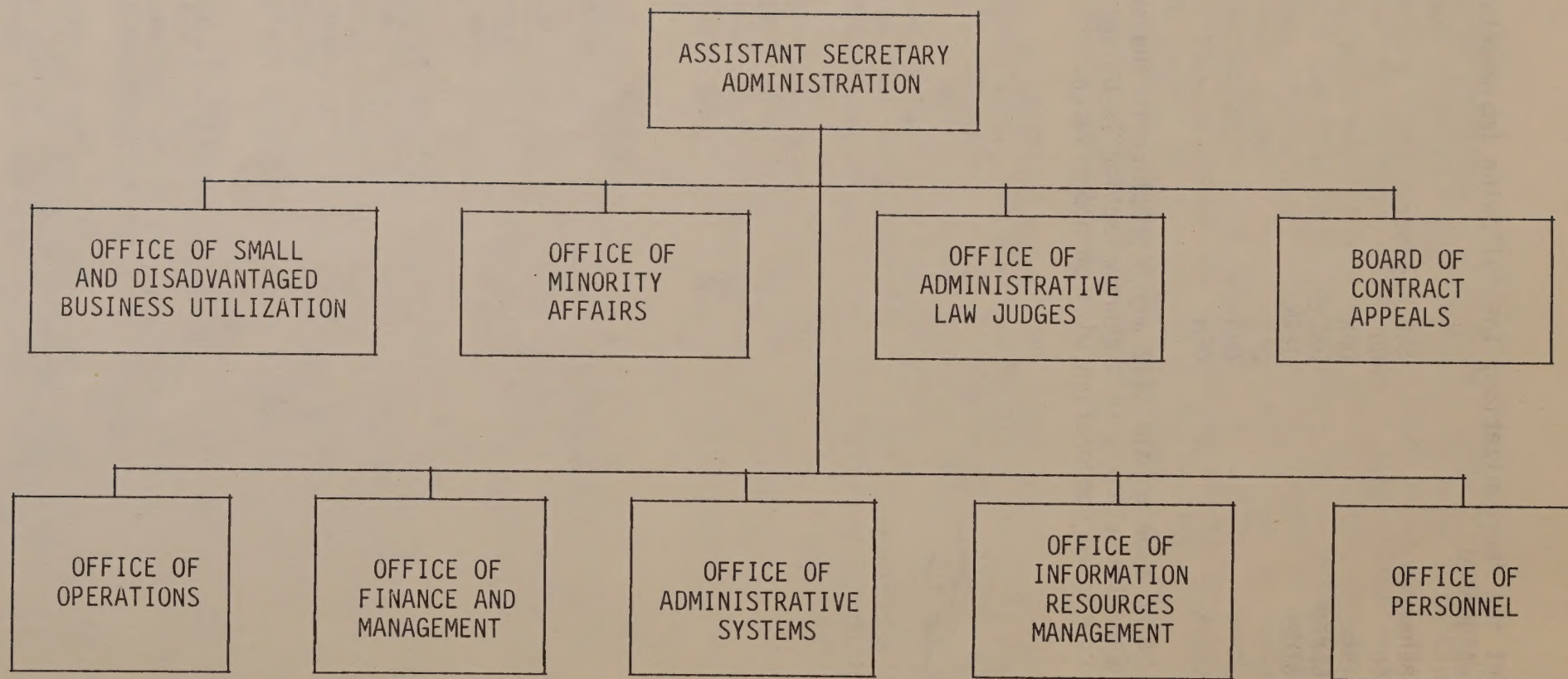
To help implement the reorganization, the following Implementation Task Group is designated:

Richard A. Ashworth	SEC, Leader
Dean T. Smith	OO
Gerald R. Miske	OFM
Richard T. Certo	OAS
Edgar A. Stalder	OIRM
Fay S. Landers	OP
John Miranda	OMA
Jeanne M. Stanek	OFM

Every effort is being made to minimize any disruption to the services provided by the Department while this reorganization is being effected. Your continued cooperation will be appreciated.


JOHN E. SCHROTE
Deputy Assistant Secretary
for Administration

Attachment



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

EMS NED
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

1

March 26, 1982

SECRETARY'S MEMORANDUM 1000-3

Reassignment of the Federal Crop Insurance Corporation

1 BACKGROUND AND PURPOSE

In order to provide for improved coordination of programs with similar objectives, it has been determined that policy level supervision for the Federal Crop Insurance Corporation should be assigned to the Under Secretary for Small Community and Rural Development. Inclusion of the Federal Crop Insurance Program along with the programs of the Farmers Home Administration and the Rural Electrification Administration within the jurisdiction of the Under Secretary for Small Community and Rural Development will help to permit the Department to deliver a complete package of credit and insurance assistance to farmers.

2 ASSIGNMENT OF RESPONSIBILITIES

The authority currently delegated to the Under Secretary for International Affairs and Commodity Programs in 7CFR2.21(c) that relate to the Federal Crop Insurance Program is hereby transferred to the Under Secretary for Small Community and Rural Development.

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this memorandum.

4 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this memorandum remain in full force and effect.

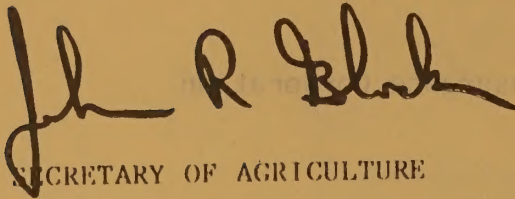
DISTRIBUTION: 10

OPI: Office of Budget and
Program Analysis

March 26, 1982

5 TERMINATION

This memorandum shall remain in effect for ninety days.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 30, 1982

SECRETARY'S MEMORANDUM 1000-4

REORGANIZATION OF SCIENCE AND EDUCATION

EMS NED
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

1

1 BACKGROUND

This Administration has assigned high priority to the Department's Science and Education functions as evidenced by budget proposals and other actions. Organizational changes have been made to give greater authority to the administrators of major science and education programs to strengthen program effectiveness and promote overall operational efficiency. In this regard, Secretary's Memorandum 1000-1, dated June 17, 1981, abolished the Science and Education Administration and reestablished the Agricultural Research Service, the Cooperative State Research Service, the Extension Service and the National Agricultural Library. That Secretary's Memorandum also established a Science and Education Management Staff to provide management services for these agencies. This Secretary's Memorandum announces further changes consistent with this policy of decentralized authority and improved management efficiency.

2 ACTIONS ORDERED

- a It is hereby ordered that all the authorities, responsibilities and functions assigned to the Science and Education Management Staff, with the exception of those relating to grants administration, are transferred to the Agricultural Research Service. The Science and Education Management Staff is hereby abolished.
- b The Office of Grants and Program Systems is hereby established to be headed by a Director who shall report to the Assistant Secretary for Science and Education.
- c It is hereby ordered that the grants administration functions assigned to the Science and Education Management Staff and the Competitive Research Grants Office, Cooperative State Research Service, are transferred to the Office of Grants and Program Systems.

DISTRIBUTION: 10

OPI: S&E

- d The Joint Council on Food and Agricultural Sciences and its functions are hereby transferred to the Office of Grants and Program Systems.

3 RESPONSIBILITIES

The Agricultural Research Service will provide management support services for the Cooperative State Research Service, the Extension Service, and the National Agricultural Library, as agreed upon by the heads of these agencies and the Administrator, Agricultural Research Service.

4 INCIDENTAL TRANSFERS

The Deputy Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this memorandum.

5 EFFECTIVE DATE

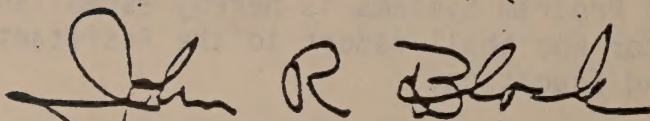
The changes ordered by this memorandum shall be effective immediately.

6 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with this Memorandum will remain in full force and effect.

7 TERMINATION

This Memorandum shall remain in effect for 90 days.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 13, 1982

SECRETARY'S MEMORANDUM 1000-5

REORGANIZATION OF SCIENCE AND EDUCATION

1 BACKGROUND

This Administration has assigned high priority to the Department's Science and Education functions as evidenced by budget proposals and other actions. Organizational changes have been made to give greater authority to the administrators of major science and education programs to strengthen program effectiveness and promote overall operational efficiency. In this regard, Secretary's Memorandum 1000-1, dated June 17, 1981, abolished the Science and Education Administration and reestablished the Agricultural Research Service, the Cooperative State Research Service, the Extension Service and the National Agricultural Library. That Secretary's Memorandum also established a Science and Education Management Staff to provide management services for these agencies. This Secretary's Memorandum announces further changes consistent with this policy of decentralized authority and improved management efficiency.

2 SPECIAL INSTRUCTIONS/CANCELLATION

Secretary's Memorandum 1000-4, dated September 30, 1982, is hereby cancelled.

3 ACTIONS ORDERED

- a It is hereby ordered that all the authorities, responsibilities and functions assigned to the Science and Education Management Staff, with the exception of those relating to grants administration, are transferred to the Agricultural Research Service. The Science and Education Management Staff is hereby abolished.
- b The Office of Grants and Program Systems is hereby established to be headed by a Director who shall report to the Assistant Secretary for Science and Education.

DISTRIBUTION: 10

OPI: S&E

EMS NED
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

October 13, 1982

- c It is hereby ordered that the grants administration functions assigned to the Science and Education Management Staff and the Competitive Research Grants Office, Cooperative State Research Service, are transferred to the Office of Grants and Program Systems.
- d The staff support for the Joint Council on Food and Agricultural Sciences and the Users Advisory Board is hereby transferred to the Office of Grants and Program Systems.

4 RESPONSIBILITIES

The Agricultural Research Service will provide management support services for the Cooperative State Research Service, the Extension Service, the National Agricultural Library, and the Office of Grants and Program Systems, as agreed upon by the heads of these agencies and the Administrator, Agricultural Research Service.

5 INCIDENTAL TRANSFERS

The Deputy Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this memorandum.

6 EFFECTIVE DATE

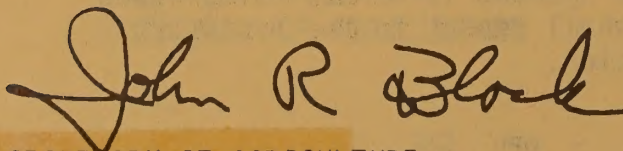
The changes ordered by this memorandum shall be effective immediately.

7 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with this Memorandum will remain in full force and effect.

8 TERMINATION

This Memorandum shall remain in effect for 90 days.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

EMS NED
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

1

June 3, 1983

SECRETARY'S MEMORANDUM 1000-6

SMALL BUSINESS INNOVATION DEVELOPMENT ACT OF 1982

1 BACKGROUND

The Small Business Innovation Development Act of 1982 (P.L. 97-219) (hereinafter referred to as the Act) amended the Small Business Act to require that each Federal agency (e.g. USDA), which has an extramural budget for research or research and development in excess of \$100 million for fiscal year 1982 or any fiscal year thereafter, expend not less than 0.2 per centum of its extramural budget in fiscal year 1983 or in such subsequent fiscal year as the agency has such budget with small business concerns in connection with a Small Business Innovation Research (SBIR) Program which meets the requirements of the Act. In the fiscal years following the establishment of a SBIR Program the share of an agency's extramural budget which must be expended with small business concerns under its SBIR Program increases as follows: not less than 0.6 per centum in the second fiscal year; not less than 1.0 per centum in the third fiscal year; and not less than 1.25 per centum in all subsequent fiscal years. Further, the Act limits the amount of an agency's extramural budget for basic research or research and development which can be expended under a SBIR Program to the above listed percentages; and provides that funding agreements arising out of programs other than an agency's SBIR Program cannot be counted toward meeting the percentage requirements to be expended under a SBIR Program.

USDA's SBIR Program will be carried out through a three-phase process, the first two designed to assist USDA in meeting its Research and Development (R&D) objectives, and the third to facilitate the pursuit of commercial applications or objectives of research funded in Phases I and II. Federal funding will support research on USDA objectives (Phases I and II), while private capital will be relied upon for follow-on developmental funding to meet commercial objectives (Phase III). Grants awarded under the SBIR Program will be on a competitive selection basis.

In addition to a SBIR Program, the Act requires each Federal agency which has a budget for research or research and development in excess of \$20,000,000 to establish goals specifically for funding agreements for research or research and development to small business concerns; and requires that such goals not be less than the percentage of the agency's research or research and development budget expended under funding agreements with small business concerns in the immediately preceding fiscal year.

2 ACTIONS ORDERED

- a The Small Business Innovation Development Act of 1982 will be administered by the Office of Grants and Program Systems (OGPS).
- b The Office of Grants and Program Systems is also delegated authority for awarding grants under Section 1472 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 USC 3318) for the purposes of carrying out the Department's SBIR Program.
- c That set-aside funds be transferred by April 30th of each year, by reimbursement or other agreement, from each USDA agency with an extramural R&D budget to an account for use by OGPS in awarding SBIR grants. The set-aside amount shall be determined by multiplying the extramural amount in each appropriation line item, as determined by the procedure described in Section 3, by the mandated set-aside factor.

3 RESPONSIBILITIES

Extramural research estimates will be based on the National Science Foundation (NSF) Annual Report on R&D, Table VII, using the total for industrial firms, colleges and universities, non-profit institutions, and State and local governments. In order to permit timely SBIR awards, the extramural R&D estimate at the time of USDA's submission of the annual report to NSF each year will be the basis for determining set-aside amounts in each agency. OBPA will transmit this information from the NSF report to OGPS after the NSF report is submitted. Agencies must carefully estimate probable extramural R&D on the NSF report to ensure USDA compliance with the Act. Subsequent increases in extramural R&D must be promptly reported to OGPS.

June 3, 1983

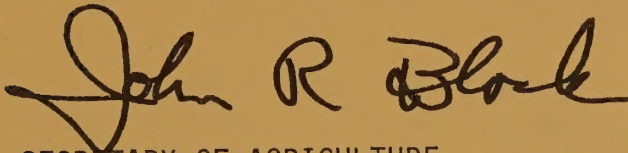
SM 1000-6

4 EFFECTIVE DATE

This memorandum shall be effective immediately.

5 TERMINATION

This memorandum shall remain in effect for ninety days.

A handwritten signature in dark ink, reading "John R. Block". The signature is written in a cursive style with a large initial "J" and a stylized "B".

SECRETARY OF AGRICULTURE

SECRET

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SECRET

This document is classified as SECRET

[Handwritten signature]
SECRETARY OF AGRICULTURE

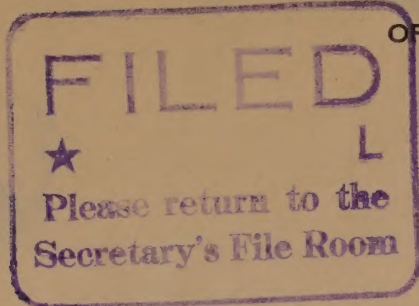
Reg. 2634
4-13-42

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

File



April 10, 1942

MEMORANDUM NO. 1001

Committee on Allocation of Critical Materials, Supplies
and Equipment Needed in Agricultural Production

As critical materials, supplies and equipment needed in agricultural production become more scarce, it may become necessary to allocate available supplies among producers so that maximum production of needed commodities can be obtained. In order that the Department may be prepared to advise with the agencies that have responsibilities in the rationing field and to assume any responsibilities that may be delegated to the Department, I am appointing the following committee to develop general principles which should govern any necessary rationing of agricultural materials, supplies and equipment and to propose plans and definite procedures for use at National, State and county levels.

E. D. White, Chairman, Agricultural Conservation and Adjustment Administration
J. Joe Reed, Office of Agricultural Defense Relations
H. B. Boyd, Agricultural Conservation and Adjustment Administration
James G. Maddox, Farm Security Administration
Paul V. Kepner, Extension Service
D. A. Fitzgerald, Bureau of Agricultural Economics
J. B. Wyckoff, Agricultural Marketing Administration
P. V. Cardon, Agricultural Research Administration

In working on this assignment the Committee should feel free to set up temporary subcommittees and to draw on individuals in the Department having needed technical knowledge. The fertilizer committee, created in my Memorandum No. 1000, will serve as a subcommittee of this committee.

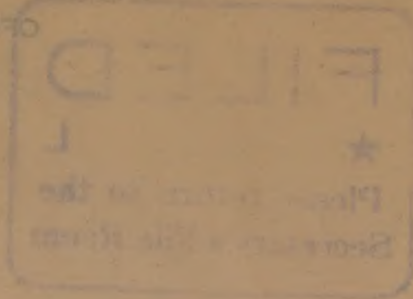
Claude B. Wickard
Secretary

no salmon seed.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 10, 1943

Memorandum for the Secretary



Subject: Report of the Committee on the Administration of the Department of Agriculture

As an initial step in the reorganization of the Department of Agriculture, the Committee on the Administration of the Department of Agriculture has conducted a study of the present organization of the Department. The Committee has found that the present organization is based on the principle of functional organization, which is a departure from the traditional principle of departmental organization. The Committee has found that the present organization is based on the principle of functional organization, which is a departure from the traditional principle of departmental organization. The Committee has found that the present organization is based on the principle of functional organization, which is a departure from the traditional principle of departmental organization.

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The Committee has found that the present organization is based on the principle of functional organization, which is a departure from the traditional principle of departmental organization.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

(S.B.)

September 5, 1942

MEMORANDUM NO. 1001, SUPPLEMENT 1

Committee on Allocation
of Critical Materials, Supplies, and Equipment

The membership of the Committee on Allocation of Critical Materials, Supplies, and Equipment Needed in Agricultural Production, established by Memorandum No. 1001 of April 10, 1942, is now as follows:

E. D. White, Chairman, Agricultural Conservation and Adjustment
Administration

P. V. Cardon, Agricultural Research Administration

Sherman E. Johnson, Office for Agricultural War Relations

Paul V. Kepner, Extension Service

James G. Maddox, Farm Security Administration

J. Joe Reed, Agricultural Conservation and Adjustment Administration

J. B. Wyckoff, Agricultural Marketing Administration

Paul H. Cappleman
Acting Secretary

COMMITTEES

Committee on Allocation of Critical Materials, Supplies and Equipment
Needed in Agricultural Production

Equipment, Materials and Supplies Needed in Agricultural Production,
Committee on Allocation of

October 9, 1923

MEMORANDUM FOR THE SECRETARY

Program of Research
of National Institute of Research in Agriculture

The Secretary of the Department of Agriculture of the United States has requested that the National Institute of Research in Agriculture be organized to conduct research in the following fields:

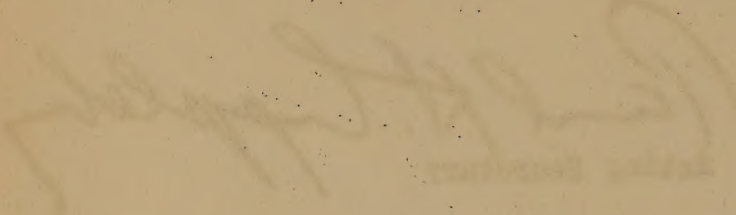
1. Soil, Water, and Atmospheric Research and Education

2. Plant and Animal Husbandry and Education

3. Food and Nutrition Research and Education

4. Forest and Wildlife Research and Education

5. National Institute of Research in Agriculture



Very truly yours,
Walter Dill Scott, Director

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

FILED



Please return to the
Secretary's File Room

April 11, 1942

MEMORANDUM 1002

~~MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES~~

Abandonment of Service Dining Rooms

The demands for space in Washington to house Government personnel are becoming increasingly urgent. The situation in this Department is particularly acute because of the pressure to release space occupied in rented quarters and the need to make provision for the additional personnel required to handle Lend-Lease and other war effort activities. A re-examination of all space has been made. As a result of this a decision has been reached to abandon, for the period of the emergency, the three service dining rooms on the 6th floor of the South Building (Secretary's Dining Room, Service Dining Room, and Official Dining Room). This abandonment will be effective on and after Friday, April 10, 1942.

It is regretted that this action is necessary but it is hoped that the facilities of the new 5th Wing Cafeteria will serve to avoid increasing the congestion for luncheon service, particularly if supervisors will assist in arranging for the staggering of luncheon periods. At present a much too large proportion of the employees attempt to secure luncheon service at about one o'clock.

Arrangements have been made with the Cafeteria Management to reserve the room at the extreme north end of the 5th Wing Cafeteria for the use of the officials who have been authorized to use the official dining room. Table service will not be provided but these officials will be granted the exclusive use of the seating space.

Samuel B. Hildreth

Assistant to the Secretary

CAFETERIA

Dining Rooms, Abandonment of
Cafeteria, Department - Abandonment of Dining Rooms

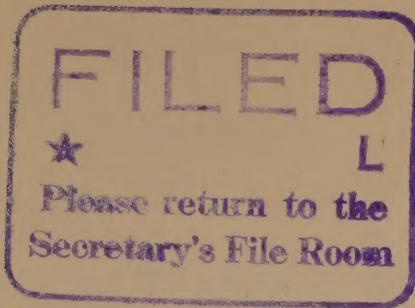
SPACE 1-7-1

Reg. 2636
~~4-14-42~~

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY
WASHINGTON

File



April 13, 1942

MEMORANDUM NO. 1003

Decentralization of Farm Security and
Rural Electrification Administrations

The Rural Electrification Administration has completed its move to St. Louis, Missouri, and is now located in the Boatmen's Bank Annex Building at 420 Locust Street. To enable members of Congress, and executives of the Department and other Federal agencies in Washington, to obtain quickly first-hand information and details on the REA program, and to assist in coordinating that program with Washington activities, including war projects, a small liaison group is remaining in Washington. This liaison office, headed by Mr. Elliott Pemberton, Special Assistant to the Administrator, is located in rooms 344-352 Administration Building, and can be reached on Extension 3103.

In accordance with the decentralization program, the Farm Security Administration has transferred to Cincinnati, Ohio, approximately three-fifths of its Washington personnel. The Cincinnati Office has been opened in the Faller Building, Eighth and Walnut Streets, where the major portions of most of the operating divisions are now located under the supervision of Mr. George S. Mitchell, Assistant Administrator. Mr. C. B. Baldwin, Administrator, two Assistant Administrators, Mr. R. W. Hudgens and Mr. John O. Walker, and about 400 employees are remaining in Washington.

Coincident with these moves, the Solicitor has decentralized units of his staff which serve the Rural Electrification and Farm Security programs. All except two of the employees in the Rural Electrification Division of the Solicitor's office have been transferred to St. Louis, while the entire Cooperative Section, Farm Security Division is now located in Cincinnati.

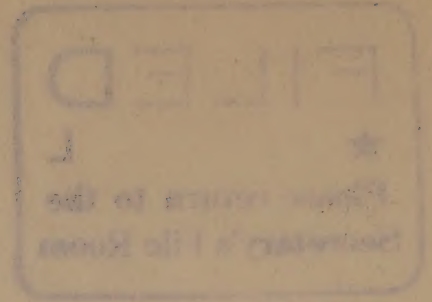
Claude R. Wickard

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



MEMORANDUM NO. 1003

Decentralization of Farm Security and
Rural Electrification Administrations

The Rural Electrification Administration has completed its move to St. Louis, Missouri, and is now located in the Postmen's Bank Annex Building at 430 Locust Street. To enable members of Congress, and executives of the Department and other Federal agencies in Washington, to obtain quickly first-hand information and details on the REA program, and to assist in coordinating that program with Washington activities, including war projects, a small liaison group is remaining in Washington. This liaison office, headed by Mr. Elliott Fenderson, Special Assistant to the Administrator, is located in rooms 344-352 Administration Building, and can be reached on Extension 3103.

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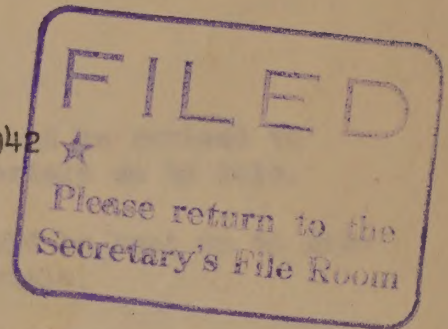
Secretary

Reg 2644
~~4-25-42~~

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 25, 1942 ★

MEMORANDUM NO. 1004



Making Department Publications of Maximum Service in Wartime

Like all other services of the Department, our publications must be geared to the wartime needs of the public. Citizens look to us now more than ever for information on how to play their part in the Nation's war program -- farmers by producing Food for Freedom, consumers by adapting their consumption habits to the circumstances of wartime, everyone by salvaging and conserving civilian goods, and raw materials for war goods. This information will be carried by many means, and publications constitute one of the most important. The public demand for them is indicated by the fact that the number of Department publications distributed in March, 1942, is up almost 50 percent as compared with March, 1941.

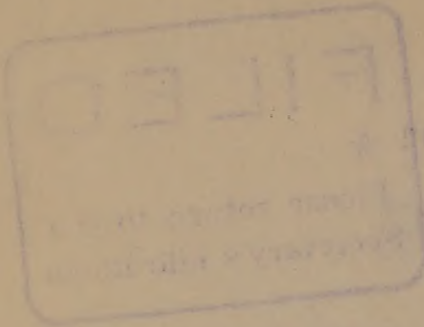
The information contained in the publications on hand has been serviceable to the public up to now. But from now on, much of the information must be revised or supplemented in order to give maximum service to farmers and homemakers. This is true because many of our publications carry recommendations for farm or home practices requiring machinery and materials that soon will not be obtainable for civilian use. We should not, of course, be recommending the use of equipment and materials that are unavailable. Also, we should give the best information at hand on possible substitutes for unavailable items. To make sure that the Department's publications give maximum service under wartime conditions, I am issuing the following instructions:

1. The Department's present problem of improving the service to citizens involves action at three different stages of publication: (a) on matter that is already issued and available for distribution; (b) on matter that is now being printed; (c) on matter that is in the manuscript stage.
2. Each publication already issued that contains recommendations for the use of scarce materials should be brought up to date by placing in it at the time of distribution an explanatory insert giving the current situation with respect to availability of materials mentioned in the bulletin, and available facts about possible substitutes for the materials which are at the time unavailable.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



MEMORANDUM NO. 1004

Revising Department Publications of Mexican Service in Mexico

Like all other services of the Department, our publications must be revised to the working needs of the public. Citizens look to us now more than ever for information on how to play their part in the Nation's war program -- farmers by producing food for freedom, consumers by adopting thrifty and frugal habits to the circumstances of wartime, everyone by saving and conserving civilian goods, and our materials for war goals. This information will be carried by many means, and publications constitute one of the most important. The public demand for them is indicated by the fact that the number of Department publications distributed in March, 1942, is up almost 50 percent as compared with March, 1941.

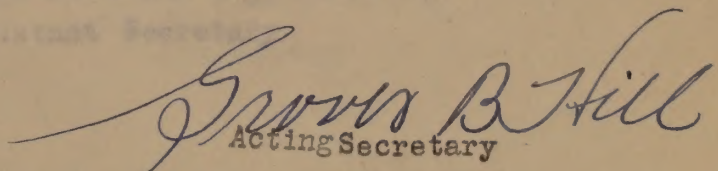
The information contained in the publications on hand has been verifiable to the public as to date. The time now on, much of the information must be revised or supplemented in order to give Mexican service to farmers and housewives. This is true because many of our publications carry recommendations for farm or home practices requiring machinery and materials that soon will not be obtainable for civilian use. We should not, of course, be recommending the use of equipment and materials that are unavailable. Also, we should give the best information on hand on present substitutes for unavailable items. To make sure that the Department's publications give Mexican service under various conditions, I am issuing the following instructions:

1. The Department's present problem of improving the service to citizens involves action at three different stages of publication: (a) on matter that is already issued and available for distribution; (b) on matter that is now being printed; (c) on matter that is in the manuscript stage.
2. Each publication already issued that contains recommendations for the use of scarce materials should be brought up to date by placing in it the time of distribution as explanatory insert giving the current situation with respect to availability of materials mentioned in the bulletin, and available facts about possible substitutes for the materials which are at the time unavailable.

2-Memorandum No.

April 25, 1942

3. Each publication now in the printing process should be revised to bring its recommendations for the use of scarce materials up to date.
4. New manuscripts now and henceforth prepared should be kept up to date in their recommendations for the use of scarce materials.
5. Dr. M. C. Merrill, Chief of Publications, Office of Information, is hereby designated as coordinating officer with the duty of carrying through this program in cooperation with all agencies.
6. The head of each agency shall at once designate a responsible officer of the agency to carry through the program for that agency, and report the name of this officer to the coordinating officer.
7. The Office for Agricultural War Relations shall prepare a list of scarce materials normally recommended in our publications for use in the home or on the farm. The coordinating officer will supply this list to the officers designated by the agencies. The lists will be revised frequently, and copies of the revisions will be circulated. Immediately on receipt of the list, the designated officer in each agency will see to it that the copy for the required inserts in publications already issued is prepared, and that necessary changes are made in manuscripts or proofs of publications not yet printed.
8. The Superintendent of Documents has consented to have the insert placed in individually mailed publications, and to include with bulk mailings enough copies of the inserts so that those actually doing the mailing of individual copies from the bulk shipments may place an insert in each copy. Heads of the Department agencies accordingly will notify the field officers and cooperators of ~~the~~ the agency who will receive bulk shipments that they will need to provide for placing the inserts in the individual copies.


Acting Secretary

PUBLICATIONS

Materials, scarce, list of

Publication Coordinator, Wartime Service, appointment of
Publications, revision of, for wartime needs

Wartime Services publications coordinator, appointment of

AT

April 23, 1944

1. Each publication now in the printing process should be revised to bring its recommendations for the use of scarce materials up to date.

2. New manuscripts now and heretofore prepared should be kept up to date in their recommendations for the use of scarce materials.

3. Dr. M. C. Merrill, Chief of Publications, Office of Information, is hereby designated as coordinating officer with the duty of carrying through this program in cooperation with all agencies.

4. The head of each agency shall at once designate a responsible officer of the agency to carry through the program for that agency, and report the name of this officer to the coordinating officer.

5. The Office for Agricultural War Relations shall prepare a list of scarce materials normally recommended in our publications for use in the home or on the farm. The coordinating officer will supply this list to the officers designated by the agencies. The list will be revised frequently, and copies of the revisions will be circulated. Immediately on receipt of the list, the designated officer in each agency will see to it that the copy for the required inserts in publications already issued is prepared, and that necessary changes are made in manuscripts or proofs of publications not yet printed.

6. The Superintendent of Documents has requested to have the insert placed in individually mailed publications, and to include with bulk mailings enough copies of the inserts so that those actually doing the mailing of individual copies from the bulk shipments may place an insert in each copy. Heads of the Department agencies necessarily will notify the field officers and cooperators of the agency who will receive bulk shipments that they will need to provide for placing the inserts in the individual copies.

James B. Hill
 Acting Secretary

PUBLICATIONS
 Materials, sources, list of
 Publication Coordinator, War-time Service, appointment of
 Publications, revision of, for war-time needs
 War-time Services Publications Coordinator, appointment of



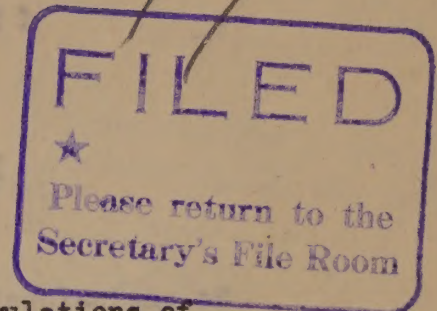
DEPARTMENT OF AGRICULTURE
WASHINGTON

*Ref. 2705
5-7-42*

May 4, 1942

MEMORANDUM NO. 1005

Board of Survey



In accordance with Paragraph 4421 of the Regulations of the Department, the following officials are appointed members of the Departmental Board of Survey, effective May 1, 1942, whose terms shall run as indicated:

S. L. Gardiner until June 30, 1944
Vice M. A. Miller

Hugh T. O'Neale until June 30, 1945
Vice John M. Cook

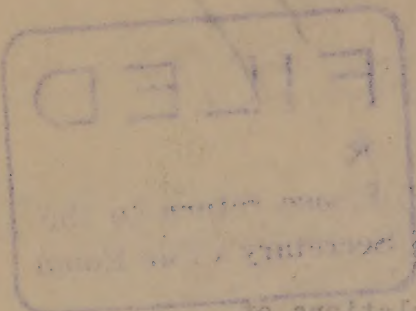
As provided by Memorandum No. 990, Supplement 1, dated April 18, 1942, the Chief, Office of Plant and Operations, is a member and Chairman of the Board for the term ending June 30, 1943.

Grover B. Hill
Assistant Secretary

ORGANIZATION

Board of Survey, Appointment of Members
Departmental Board of Survey
Survey, Board of, Departmental, Appointment of Members

DEPARTMENT OF AGRICULTURE
WASHINGTON



May 1, 1942

MEMORANDUM NO. 1002

Board of Survey

In accordance with Paragraph 1421 of the Regulations of the Department, the following officials are appointed members of the Departmental Board of Survey, effective May 1, 1942, whose terms shall run as indicated:

S. E. Gerlinger until June 30, 1944
Vice M. A. Miller

Frank T. O'Shea until June 30, 1945
Vice John M. Cook

As provided by Memorandum No. 990, Supplement 1, dated April 18, 1942, the Chief, Office of Plant and Operations, is a member and Chairman of the Board for the term ending June 30, 1943.

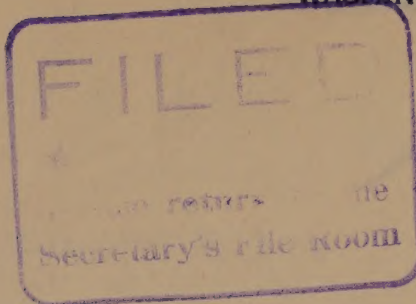
Assistant Secretary

ORGANIZATION
Board of Survey, Appointment of Members
Departmental Board of Survey
Survey, Board of, Departmental, Appointment of Members



DEPARTMENT OF AGRICULTURE

WASHINGTON



May 22, 1943

MEMORANDUM NO. 1005, SUPPLEMENT 1

Departmental Board of Survey

In accordance with Paragraph 4421 of the Regulations of the Department, the Chief of the Office of Plant and Operations is hereby reappointed a member and Chairman of the Departmental Board of Survey for the term ending June 30, 1946.

The members of the Board and their terms of appointment are as indicated:

Samuel L. Gardiner until June 30, 1944

Hugh T. O'Neale until June 30, 1945

Arthur B. Thatcher (Chairman) until June 30, 1946

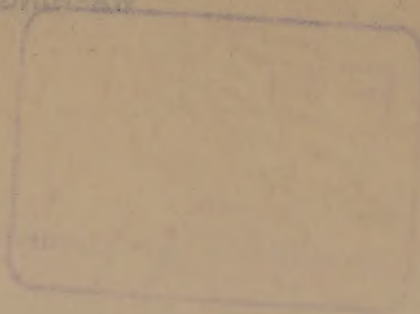
Claude R. Wickard
Secretary

ORGANIZATION 1 (Sec)

4-17-45
Noted 2-2-45

DEPARTMENT OF AGRICULTURE

WASHINGTON



May 22, 1945

MEMORANDUM NO. 1000, SUPPLEMENT 1

Departmental Board of Survey

In accordance with Paragraph 4421 of the Regulations of the Department, the Chief of the Office of Plant and Operations is hereby reappointed a member and Chairman of the Departmental Board of Survey for the term ending June 30, 1946.

The members of the Board and their terms of appointment are as indicated:

Samuel L. Gardner until June 30, 1944

Hugh T. O'Malley until June 30, 1945

Arthur E. Thatcher (Chairman) until June 30, 1946

Charles R. Wickard
Secretary

(100-100000-1)



UNITED STATES DEPARTMENT OF AGRICULTURE
DEPARTMENT OF AGRICULTURE
WASHINGTON

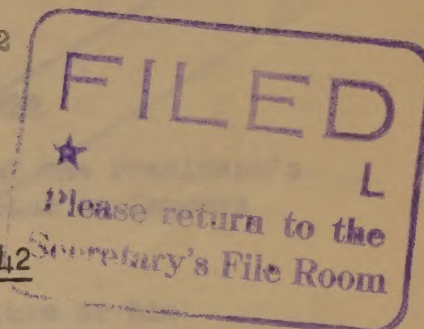
Chiefs of Bureaus

Reg. # 2707
5-9-42

May 8, 1942

MEMORANDUM NO. 1006

Regular Hours of Duty on May 30, 1942



Regular hours of duty will be required of employees of the Department of Agriculture both at Washington, D. C., and in the field service on May 30, 1942, in view of the war.

The Director of Personnel will provide for the application of this order.

Claude R. Wickard

Secretary

PERSONNEL

Hours of Duty on May 30, 1942

Field Service Hours of Duty on May 30, 1942

L.

PERSONNEL //

DEPARTMENT OF AGRICULTURE
WASHINGTON



*Ref. # 2701
4-4-42*

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upper left corner of the document

May 8, 1942

MEMORANDUM NO. 1005

Regular Hours of Duty on May 30, 1942

Regular hours of duty will be required of employees of the Department of Agriculture both at Washington, D. C., and in the field service on May 30, 1942, in view of the war. The Director of Personnel will provide for the application of this order.

Charles R. Wickard

Secretary

PERSONNEL
Hours of Duty on May 30, 1942
Field Service Hours of Duty on May 30, 1942

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

FILED



L

Please return to the
Secretary's File Room

May 8, 1942

Reg. 2708
5-11-42

MEMORANDUM NO. 1007

To Chiefs of Bureaus and Offices:

Wheat and Wheat Flour Quota Suspensions

Your attention is called to the attached copy of the President's Proclamation of April 13, 1942, "Suspending Quotas on Imports of Certain Wheat and Wheat Flour."

It will be noted that the Secretary of Agriculture or his designated representative is to give written approval before imports of wheat or wheat flour for experimental purposes in lots of more than 10 pounds or of seed wheat in lots of more than 100 bushels can be made. In the case of distress diversions of wheat and wheat flour, the Secretary of Agriculture or his designated representative shall advise the Commissioner of Customs that it is not practicable to export such wheat or wheat flour to a foreign destination before imports outside of the quota will be permitted.

For the administration of these provisions in the Department of Agriculture, I am designating the Administrator of the Agricultural Marketing Administration, or such official of the Agricultural Marketing Administration as the Administrator may designate for the purpose, to issue for me such documents as may be deemed necessary and appropriate.

Claude T. Wickard

Secretary

AUTHORITY, DELEGATION OF

Imports of Wheat and Wheat Flour, Suspending Quotas on
Wheat and Wheat Flour Quota Suspensions

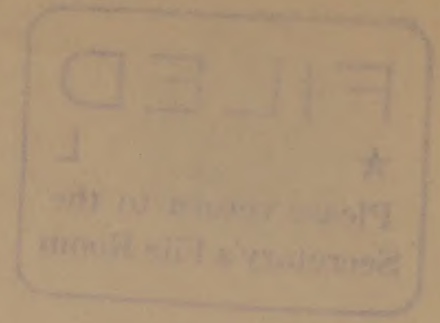
Agricultural Marketing Administration, Administrator of, Designated
to Approve Imports of Wheat or Wheat Flour

L

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



*For 22008
22008-11-14*

MEMORANDUM NO. 1007

To Chiefs of Bureaus and Offices:

Wheat and Wheat Flour Quota Regulations

Your attention is called to the attached copy of the President's Proclamation of April 13, 1942, "Suspending Quotas on Imports of Certain Wheat and Wheat Flour."

It will be noted that the Secretary of Agriculture or his designated representative is to give written approval before imports of wheat or wheat flour for experimental purposes in lots of more than 10 pounds or of seed wheat in lots of more than 100 bushels can be made. In the case of disaster divisions of wheat and wheat flour, the Secretary of Agriculture or his designated representative shall advise the Commissioner of Customs that it is not practicable to export such wheat or wheat flour to a foreign destination before imports outside of the quota will be permitted.

For the administration of these provisions in the Department of Agriculture, I am designating the Administrator of the Agricultural Marketing Administration, or such official of the Agricultural Marketing Administration as the Administrator may designate for the purpose, to issue for such documents as may be deemed necessary and appropriate.

Charles H. Wickard

Secretary

AUTHORITY, DERIVATION OF
Imports of Wheat and Wheat Flour, Suspending Quotas on
Wheat and Wheat Flour Quota Regulations
Agricultural Marketing Administration, Administrator of, designated
to approve imports of wheat or wheat flour

SUSPENDING QUOTAS ON IMPORTS OF CERTAIN
WHEAT AND WHEAT FLOUR

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

A PROCLAMATION

WHEREAS pursuant to section 22 of the Agricultural Adjustment Act of 1933 as amended by section 31 of the act of August 24, 1935 (49 Stat. 750, 773), as amended by section 5 of the act of February 29, 1936 (49 Stat. 1148, 1152), as reenacted by section 1 of the act of June 3, 1937 (50 Stat. 246), and as further amended by the act of January 25, 1940 (54 Stat. 17), I issued a proclamation on May 28, 1941 (No. 2489), limiting the quantities of wheat and wheat flour which may be entered, or withdrawn from warehouse, for consumption; and

WHEREAS the United States Tariff Commission has made a supplemental investigation pursuant to said section 22 with respect to certain wheat and wheat flour and has made findings with respect thereto; and

WHEREAS the Tariff Commission has transmitted to me a report of such findings and its recommendations based thereon, and has also transmitted a copy of such report to the Secretary of Agriculture;

NOW, THEREFORE, I, FRANKLIN D. ROOSEVELT, President of the United States of America, do hereby find and declare, on the basis of such supplemental investigation and report, that circumstances requiring the provisions of my proclamation of May 28, 1941, with respect to the wheat and wheat flour hereinafter described do not exist. Accordingly, pursuant to the aforesaid section 22, I hereby proclaim that the provisions of my proclamation of May 28, 1941, are suspended, effective immediately, insofar as they apply to the following wheat and wheat flour:

1. Wheat and Wheat Flour for Experimental Purposes

- (a) Samples of wheat or wheat flour in lots of 10 pounds or less, for use by research or scientific organizations or by milling or baking laboratories for testing, experimental, research, or other scientific purposes.
- (b) Wheat or wheat flour in lots of more than 10 pounds, for use by research or scientific organizations or by milling or baking laboratories for testing, experimental, research, or other scientific purposes, whenever the written approval of the Secretary of Agriculture or his designated representative is presented at the time of entry, or whenever bond is furnished in a form prescribed by the Commissioner of Customs, in an amount equal to the value of the merchandise as set forth in the entry, plus the estimated duty as determined at the

SUSPENDING QUOTAS ON IMPORTS OF CERTAIN
WHEAT AND WHEAT FLOUR

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

A PROCLAMATION

WHEREAS pursuant to section 32 of the Agricultural Adjustment Act of 1933 as amended by section 31 of the act of August 24, 1935 (49 Stat. 750, 753), as amended by section 5 of the act of February 28, 1936 (49 Stat. 1148, 1152), as reauthorized by section 1 of the act of June 3, 1937 (50 Stat. 248), and as further amended by the act of January 28, 1940 (54 Stat. 17), I issued a proclamation on May 28, 1941 (No. 2489), limiting the quantities of wheat and wheat flour which may be entered, or withdrawn from warehouse, for consumption; and

WHEREAS the United States Tariff Commission has made a supplemental investigation pursuant to said section 32 with respect to certain wheat and wheat flour and has made findings with respect thereto; and

WHEREAS the Tariff Commission has transmitted to me a report of such findings and its recommendations based thereon, and has also transmitted a copy of such report to the Secretary of Agriculture;

NOW, THEREFORE, I, FRANKLIN D. ROOSEVELT, President of the United States of America, do hereby find and declare, on the basis of such supplemental investigation and report, that circumstances requiring the provisions of my proclamation of May 28, 1941, with respect to the wheat and wheat flour hereinafter described do not exist. Accordingly, pursuant to the aforesaid section 32, I hereby proclaim that the provisions of my proclamation of May 28, 1941, are suspended, effective immediately, insofar as they apply to the following wheat and wheat flour:

1. Wheat and Wheat Flour for Experimental Purposes

- (a) Samples of wheat or wheat flour in lots of 10 pounds or less, for use by research or scientific organizations or by milling or baking laboratories for testing, experimental, research, or other scientific purposes.
- (b) Wheat or wheat flour in lots of more than 10 pounds, for use by research or scientific organizations or by milling or baking laboratories for testing, experimental, research, or other scientific purposes, whenever the written approval of the Secretary of Agriculture or his designated representative is presented at the time of entry, or whenever bond is furnished in a form prescribed by the Commissioner of Customs, in an amount equal to the value of the merchandise as set forth in the entry, plus the estimated duty as determined at the

time of entry, conditioned upon the production of such written approval within six months from the date of entry.

2. Seed Wheat

- (a) Certified or registered seed wheat for use for seeding and crop-improvement purposes, in bags tagged and sealed by an officially recognized seed-certifying agency of the country of production, in lots of 100 bushels or less.
- (b) Certified or registered seed wheat for use for seeding and crop-improvement purposes, in bags tagged and sealed by an officially recognized seed-certifying agency of the country of production, in lots of more than 100 bushels, whenever the written approval of the Secretary of Agriculture or his designated representative is presented at the time of entry, or whenever bond is furnished in a form prescribed by the Commissioner of Customs, in an amount equal to the value of the merchandise as set forth in the entry, plus the estimated duty as determined at the time of entry, conditioned upon the production of such written approval within six months from the date of entry.

3. Distress Diversions of Wheat and Wheat Flour

Any shipment of foreign wheat or wheat flour which, because of military, naval, or other emergency, act of God, or governmental act, has, in the course of its movement to a foreign country, been diverted to the United States or to any of its territories or possessions, whenever the Secretary of Agriculture or his designated representative advises the Commissioner of Customs that the shipment of such wheat or wheat flour to a foreign destination is not practicable.

IN WITNESS WHEREOF I have hereunto set my hand and caused the seal of the United States of America to be affixed.

DONE at the City of Washington this thirteenth day of April
in the year of our Lord
nineteen hundred and forty-
(SEAL) two, and of the Independence
of the United States of America
the one hundred and sixty-sixth.

FRANKLIN D. ROOSEVELT

By the President:

SUMNER WELLES

Acting Secretary of State.

time of entry, conditioned upon the production of such written approval within six months from the date of entry.

2. Seed Wheat

(a) Certified or registered seed wheat for use for seeding and crop-improvement purposes, in bags tagged and sealed by an officially recognized seed-certifying agency of the country of production, in lots of 100 bushels or less.

(b) Certified or registered seed wheat for use for seeding and crop-improvement purposes, in bags tagged and sealed by an officially recognized seed-certifying agency of the country of production, in lots of more than 100 bushels, whenever the written approval of the Secretary of Agriculture or his designated representative is presented at the time of entry, or whenever bond is furnished in a form prescribed by the Commissioner of Customs, in an amount equal to the value of the merchandise as set forth in the entry, plus the estimated duty as determined at the time of entry, conditioned upon the production of such written approval within six months from the date of entry.

3. District Divisions of Wheat and Wheat Flour

Any shipment of foreign wheat or wheat flour which, because of military, naval, or other emergency, act of God, or governmental act, has, in the course of its movement to a foreign country, been diverted to the United States or to any of its territories or possessions, whenever the Secretary of Agriculture or his designated representative advises the Commissioner of Customs that the shipment of such wheat or wheat flour to a foreign destination is not practicable.

IN WITNESS WHEREOF I have hereunto set my hand and caused the seal of the United States of America to be affixed.

DONE at the City of Washington this thirteenth day of April
in the year of our Lord
nineteen hundred and forty-
two, and of the Independence
of the United States of America
the one hundred and sixty-sixth.

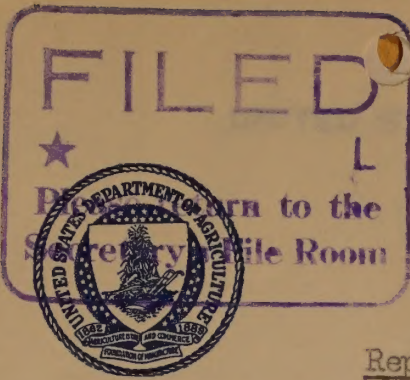
(SEAL)

FRANKLIN D. ROOSEVELT

By the President:

SUBMER WILLIS

Acting Secretary of State.



DEPARTMENT OF AGRICULTURE

WASHINGTON

May 12, 1942. 9

MEMORANDUM NO. 1008

Reporting Changes in Organization Structure or Functions

War-time demands upon the Department make it necessary to give increased attention to the study of ways for improving the organization structure and functioning of the Department as a whole. Because we need to make full use of all our resources, both human and material, each bureau chief, division head, section or unit leader must think critically about the way his part of the organization is integrated with the whole program of the Department.

In accordance with Regulation 2312, the Director of Personnel has been authorized as personal representative of the Secretary of Agriculture to consider and give prior approval to all changes in the organizational structure of any bureau or office. In carrying out this responsibility the Director of Personnel collaborates with the other staff offices comprising the Office of the Secretary. Until further notice the Director of Personnel shall be responsible for advance reporting of changes in the organizational structure or functions of the Department to the Senate Committee of which Senator Millard E. Tydings is now Chairman (Subcommittee of the Senate Appropriations Committee on Inquiry in re Transfer of Employees under Senate Resolution 223, 77th Congress).

Not later than May ²⁰ 30, 1942, the head of each Administration, Bureau or Office of the Department shall make a report in triplicate to the Director of Personnel of all such changes in organization structure or functions which have taken place in his organization between February 28, 1942, and the date of this memorandum. The Committee's request reads in part as follows:

"....all changes made by any agency in its organizational structure or functions will be reported to the Committee at least the day before same is to become effective. Any changes made, regardless of the cause therefor or by whom directed, should be considered as within the scope of this request.

"Advice of any changes accomplished heretofore, or hereafter, should specify the cause therefor and results obtained thereby. Such notice should specifically indicate whether or not such changes were in any manner due to matters brought to attention, either directly or indirectly, by virtue of actions by this Committee."

Subsequent reports to the Committee of changes in organizational structure or functions will be made by the Director of Personnel, who can successfully carry out his responsibility only if the proposed changes are informally brought to the attention of his staff during the discussion stage and before bureau executives are committed to concrete plans for change. Full cooperation of all Department executives will be needed to assure that all proposed changes are integrated into a consistent pattern which will avoid duplication and release all the creative energies of the staff of the Department in a coordinated all-out war effort.

Erwin B. Hill
Acting Secretary

(Index entries on back of sheet)

ORGANIZATION 1

DEPARTMENT OF AGRICULTURE

WASHINGTON

Index entries:

NOV 12 1942



ORGANIZATION

Director of Personnel Authorized to Approve Changes in
Organizational Structure of Department

Report of Changes in Organizational Structure or Functions

Committee on Inquiry re Transfer of Employees under Senate

Resolution 223, 77th Congress, Reports to

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organizational structure or functions of the Department to the Senate Committee of
which Senator William E. Borah is now Chairman (Subcommittee of the Senate Agri-
cultural Committee on Inquiry re Transfer of Employees under Senate Resolution
223, 77th Congress).
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tion between February 28, 1942, and the date of this memorandum. The Committee's
request reads in part as follows:

"...All changes made by any agency in its organizational structure or func-
tions will be reported to the Committee at least ten days before same are to
become effective. Any changes made, regardless of the cause thereof or by
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staff of the Department in a coordinated all-out war effort.

UNITED STATES DEPARTMENT OF AGRICULTURE

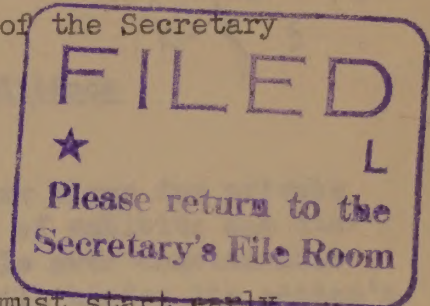
OFFICE OF THE SECRETARY

WASHINGTON

May 12, 1942

MEMORANDUM NO. 1009

To: Contributors to the Annual Report of the Secretary
From: The Secretary
Subject: Annual Report



Events are coming so thick and fast that we must start early on the annual report of the Secretary. You may find it difficult to stop what you are doing long enough to provide necessary data. Nevertheless I hope you will make a special effort to do so because the report can be an important means of promoting agriculture's job. Its function is to give a brief yet balanced and comprehensive view of what the Department is trying to accomplish as a whole, so that farmers and nonfarmers alike may understand the objectives and the obstacles.

In recent years the report has not simply recorded agricultural happenings. It has expressed agricultural policy. I want it to do so more clearly and definitely this year than ever before. Success in the farm war effort depends tremendously on getting as many as possible to understand what it involves; and the annual report can help. In fact, the report is a necessary supplement to our piecemeal, day-by-day informational work, which deals mainly with details. There is need as well for the broader picture.

Time spent on contributions to the report can help dispel misunderstandings, which can be a drag on the farm war effort. Please give the report the necessary attention. Arthur P. Chew, of the Office of Information, will assemble the material, as he has done in former years.

Ernest B. Hill
Acting Secretary of Agriculture

REPORTS

Annual Report of the Secretary, Preparation of
Report of the Secretary, Annual

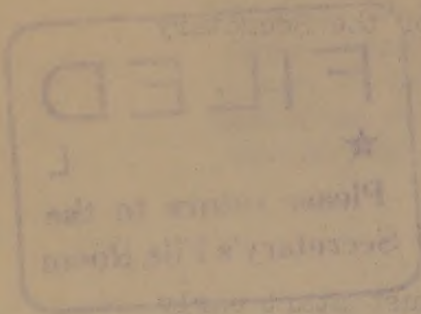
UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

May 12, 1942

MEMORANDUM NO. 1042



To: Director, Bureau of Plant Industry
From: The Secretary
Subject: Annual Report

Events are taking place so thick and fast that we must make every effort to keep up with the work of the Department. You are kind to direct me to keep you and your staff as well as the public in the picture. I am sure that you will find it most interesting to see the progress of the various projects. I am sure that you will find it most interesting to see the progress of the various projects. I am sure that you will find it most interesting to see the progress of the various projects.

In recent years the report has not simply recorded the progress of the various projects. It has also recorded the progress of the various projects. It has also recorded the progress of the various projects. It has also recorded the progress of the various projects. It has also recorded the progress of the various projects. It has also recorded the progress of the various projects. It has also recorded the progress of the various projects. It has also recorded the progress of the various projects. It has also recorded the progress of the various projects.

This report on contributions to the report can help clarify the understanding of the various projects. It can help clarify the understanding of the various projects. It can help clarify the understanding of the various projects. It can help clarify the understanding of the various projects. It can help clarify the understanding of the various projects. It can help clarify the understanding of the various projects. It can help clarify the understanding of the various projects. It can help clarify the understanding of the various projects. It can help clarify the understanding of the various projects.

Arthur H. Brown
Director, Bureau of Plant Industry

Annual Report of the Secretary, Department of Agriculture
Report of the Secretary, Department of Agriculture

Private

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 18, 1942

MEMORANDUM NO. 1010

Department Exhibits Under Wartime Conditions

The shortage of commercial transportation and of rubber tires for private automobiles has become so stringent that the shipping of exhibits and displays, and the travel of citizens by private automobile over considerable distances to fairs, expositions, and large meetings will hinder the nation's war program.

This situation makes it necessary to restrict the Department's exhibits program. This is regrettable. Agricultural fairs and expositions have been one of the educational methods relied upon most heavily by this Department, and by many other groups which have facts to place before farmers. I indicated earlier this year in messages to the managements of fairs and expositions that I hoped the transportation situation would allow these institutions to function in wartime as a highly useful part of the wartime educational system.

Now, however, it becomes necessary to take action to conserve transportation. Some of these actions are the responsibility of the Government agencies which have been furnishing exhibits for the instruction of citizens attending the larger fairs and expositions. This memorandum accordingly will instruct all officers of the Department in charge of building and placement of exhibits to construct no new exhibits for State, interstate and international fairs and expositions, and to make no commitments for showing of existing exhibits.

This does not mean that we should discontinue the use of exhibits for instructing citizens in the wartime programs administered by this Department. It does mean that we should henceforth confine our wartime exhibits construction to the light type of exhibit which does not strain transportation facilities, and which can be shown in places -- display windows, lobbies, offices, etc. -- where people will gather on other business in any case, and where the exhibits will not be made the occasion for causing extra travel by citizens.

All chiefs of bureaus, offices, and administrations are hereby instructed to bring this direction to the attention of all their officers responsible for exhibits work.

Claude R. Wickard

Secretary

EXHIBITS

Exhibits, Department, Under Wartime Conditions
Transportation of Exhibits under Wartime Conditions

PUBLIC RELATIONS 4

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

May 17, 1918

MEMORANDUM NO. 1010

Department Exhibits Under Warlike Conditions

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All chiefs of bureaus, offices, and administrations are hereby instructed to bring this direction to the attention of all their officers responsible for exhibits work.

Secretary

EXHIBITS
Department, Under Warlike Conditions
Transportation of Exhibits Under Warlike Conditions

PUBLIC RELATIONS

The President, by Executive Order, has directed the Office of Civilian Defense to assure the development and execution of protective measures against sabotage for many types of the Nation's essential facilities.

The program, known as the Facility Security Program, will supplement the protective programs of the Army, Navy and Federal Power Commission, previously authorized by the President, and will correlate with them the anti-sabotage activities of other government agencies. The new plan of action will be developed in conjunction with and subject to the approval of the Secretary of War.

The Executive Order directs the Office of Civilian Defense to

"a. Serve as the center for the coordination of plans sponsored or operated by the several Federal departments and agencies.

"b. Establish standards of security to govern the development of security measures for the Nation's essential facilities.

"c. Review existing and proposed security plans and measures, and require the adoption of such additional measures as may be deemed necessary.

"d. Take steps to secure the cooperation of owners and operators of essential facilities and of State and local governments in developing and carrying out adequate security measures."

The order makes it clear that protective measures are the primary responsibility of the owners and operators of essential facilities, public as well as private. The purpose of the program is to assure that this responsibility is carried out, and it will be operated through nine already established agencies of the Federal government listed in the President's directive. The OCD program will not affect the investigative duties of the Federal Bureau of Investigation with respect to acts of sabotage and espionage.

The Executive Order defines "facilities" to include, among other things, communication systems, air commerce, highways, railways, forests, mines, gas and water utilities, public buildings and storage facilities.

The Facility Security Program is the outgrowth of many months of study by officials of OCD and other Federal agencies to develop the most effective method of protecting vital facilities.

The text of the Executive Order follows:

EXECUTIVE ORDER

9 1 6 5

PROVIDING FOR THE PROTECTION OF ESSENTIAL FACILITIES
FROM SABOTAGE AND OTHER DESTRUCTIVE ACTS

WHEREAS Executive Order No. 8972 of December 12, 1941 authorized and directed the Secretary of War and the Secretary of the Navy to establish and maintain military guards and patrols and take other appropriate measures to protect from injury or destruction national-defense materials, premises and utilities; and

WHEREAS Executive Order No. 9074 of February 25, 1942, made the Secretary of the Navy primarily responsible, and directed him to take such action as might be necessary, for the safeguarding against destruction, loss, or injury, from sabotage or other subversive acts, accident, or other causes of similar nature, of vessels, harbors, ports and waterfront facilities; and

WHEREAS I requested the Federal Power Commission, under date of June 14, 1940, to work out plans for the protection of electric power supply from hostile acts; and

WHEREAS it is desirable that supplementary protective measures be developed and executed by other Federal departments and agencies, and integrated with the protective programs of the Army, Navy, and Federal Power Commission;

NOW, THEREFORE, by virtue of the authority vested in me by the Constitution and statutes of the United States, as President of the United States and Commander in Chief of the Army and Navy, and in order to provide protective measures supplementary to and integrated with the protective programs of the Army, Navy, and Federal Power Commission, it is hereby ordered as follows:

1. In addition to the functions, powers, and duties conferred upon it by Executive Order No. 8757 of May 20, 1941, as amended by Executive Order No. 9134 of April 15, 1942, the Office of Civilian Defense shall, in conjunction with and subject to the approval of the Secretary of War, formulate and establish a Facility Security Program of the Office of Civilian Defense, designed to assure the development and execution of measures for the protection of essential facilities from sabotage and other destructive acts and omissions, which Program shall be supplementary to and correlated with the protective programs of the Army, Navy, and Federal Power Commission. Whenever the Army or Navy shall extend protection to any essential facilities, the Office of Civilian Defense shall modify its security measures accordingly to the extent determined by the Secretary of War or the Secretary of the Navy, as the case may be.

2. In order to carry out such Facility Security Program, the Office of Civilian Defense shall:

- a. Serve as the center for the coordination of plans sponsored or operated by the several Federal departments and agencies
- b. Establish standards of security to govern the development of security measures for the Nation's essential facilities
- c. Review existing and proposed security plans and measures, and require the adoption of such additional measures as may be deemed necessary
- d. Take steps to secure the cooperation of owners and operators of essential facilities and of State and local governments in developing and carrying out adequate security measures.

3. Subject to and in conformity with the policies, standards, plans, directives and procedures of the Office of Civilian Defense, the following Federal departments and agencies shall effect the development and execution of said Facility Security Program with respect to the facility groups indicated.

Federal Communications Commission	Communications
Department of Commerce	Air Commerce and Related Facilities
Public Roads Administration	Highway Transportation and related Facilities
Office of Defense Transportation	Rail Transportation and Related Facilities
Public Buildings Administration	Public Buildings
Department of Agriculture	Forest, Brush and Grass Lands under the jurisdiction of the Department of Agriculture, and Related Facilities
Department of the Interior	Forest, Brush and Grass Lands under the jurisdiction of the Department of the Interior, and Related Facilities

Department of the Interior

Minerals and Related
Facilities

Federal Power Commission

Gas Utilities

Federal Power Commission
Department of the Interior

Power and Irrigation
Water, and Related
Facilities

Public Health Service

Domestic Water Supply

Department of Agriculture

Foodstuffs and Storage
including Fibers, Naval
Stores, Vegetable Oils

4. In order to effect the development and execution of security plans for the essential facility groups herein assigned to it, each of the above named Federal departments and agencies shall:

- a. Conduct surveys to ascertain security status;
- b. Determine security deficiencies;
- c. Make recommendations for security action by owners and operators, by State and local governments, and by Federal departments and agencies;
- d. Make recurring inspections to determine that adequate standards of security against sabotage and other destructive acts or omissions are maintained;
- e. Take all other necessary steps within the scope of its authority for the protection of essential facilities against sabotage and other destructive acts or omissions.

5. Nothing in this order shall:

- a. relieve any owner or operator or any local, State or Federal agency from primary responsibility to guard and protect essential facilities from sabotage and other destructive acts and omissions;
- b. be construed to limit or modify the duty and responsibility of the Federal Bureau of Investigation, Department of Justice, with respect to the investigation of alleged acts of sabotage, espionage, and other types of subversive activities, or affect existing arrangements, instructions or regulations with respect to such matters.

6. The directive to the Federal Works Agency to take steps to protect public buildings, as contained in my letter of January 12, 1942, is hereby modified so far as may be required by the provisions of this order.

FRANKLIN D. ROOSEVELT

THE WHITE HOUSE,

May 19, 1942

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OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 1, 1984

SECRETARY'S MEMORANDUM 1010 -1

CONSOLIDATION OF ADMINISTRATIVE SUPPORT

1 BACKGROUND AND PURPOSE

Increasing the efficiency and reducing the cost of administrative support activities are a high priority of this Administration and require increased attention throughout USDA. A significant part of the Department's work force is devoted to conducting administrative support activities.

I have asked the General Officers of the Department to review their program areas for cost-cutting measures. There is significant potential for reduction in the cost of providing administrative services if we intensify our efforts. I have committed the Department to take aggressive action toward reducing the cost of administrative support services in our fiscal year 1985 budget.

2 POLICY

At my request, the Assistant Secretary for Administration coordinated the efforts of each General Officer of the Department to aggressively pursue cost-cutting measures through the consolidation of activities in administrative support areas. I restate my direction and commitment.

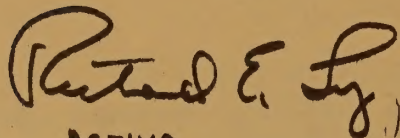
3 RESPONSIBILITIES

The Assistant Secretary for Administration will continue to review and approve all organization proposals in accordance with Departmental Regulation 1010-1 and the Delegations of Authority. The office of the Assistant Secretary for Administration will continue to provide guidance and assistance in this effort.

June 1, 1984

4 DELEGATIONS OF AUTHORITY

I hereby authorize the General Officers to make transfers to implement the consolidation of administrative support with the approval of the Assistant Secretary for Administration.



ACTING
SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 20, 1994

SECRETARY'S MEMORANDUM 1010-1

REORGANIZATION OF THE DEPARTMENT OF AGRICULTURE

1 INTRODUCTION

On October 13, 1994, the President signed H.R. 4217, the Federal Crop Insurance Reform and Department of Agriculture Reorganization Act of 1994, Public Law No. 103-354. The Act permits me to accomplish the long-awaited and much needed reorganization of this Department, including the establishment of subcabinet positions, the restructuring of headquarters agencies and offices, continued reductions in the numbers of USDA personnel, and consolidation and closure of field office locations. When these actions have been accomplished, we will have achieved a streamlining of this Department, and the results will permit us to deliver programs and services to the publics we serve in the most efficient and cost-effective manner possible.

2 ACTIONS ORDERED

a Establishment of Subcabinet Positions. The following subcabinet positions are hereby established within the Department:

- (1) Under Secretary of Agriculture for Farm and Foreign Agricultural Services. The Under Secretary of Agriculture for Farm and Foreign Agricultural Services will supervise all activities of the Consolidated Farm Service Agency including the Federal Crop Insurance Corporation, and the Foreign Agricultural Service, and will perform such other functions related to farm and foreign agricultural services as may be assigned.
- (2) Under Secretary of Agriculture for Rural Economic and Community Development. The

Under Secretary of Agriculture for Rural Economic and Community Development will supervise all activities of the Rural Utilities Service, the Rural Housing and Community Development Service, and the Rural Business and Cooperative Development Service, and will perform such other functions related to rural economic and community development as may be assigned.

- (3) Under Secretary of Agriculture for Food, Nutrition, and Consumer Services. The Under Secretary of Agriculture for Food, Nutrition, and Consumer Services will supervise all activities of the Food and Consumer Service, coordinate functions related to nutrition policy and education, and will perform such other functions related to food, nutrition, and consumer services as may be assigned.
- (4) Under Secretary of Agriculture for Natural Resources and Environment. The Under Secretary of Agriculture for Natural Resources and Environment will supervise all activities of the Forest Service and the Natural Resources Conservation Service, coordinate functions related to agricultural environmental quality, and will perform such other functions related to natural resources and environment as may be assigned.
- (5) Under Secretary of Agriculture for Research, Education, and Economics. The Under Secretary of Agriculture for Research, Education, and Economics will supervise all activities of the Agricultural Research Service, the Cooperative State Research, Education, and Extension Service, the Economic Research Service, and the National Agricultural Statistics Service, and will perform such other functions related to research, education, and economics as may be assigned.
- (6) Under Secretary of Agriculture for Food Safety. The position of Under Secretary of Agriculture for Food Safety is established by the Act. The Under Secretary will supervise all activities of the Food Safety and Inspection Service, as well as functions under the Egg Products Inspection Act presently performed by the Agricultural

Marketing Service, and the salmonella enteritidis reduction program and pathogen reduction activities presently performed by the Animal and Plant Health Inspection Service, and will perform such other functions related to food safety as may be assigned.

- (7) Assistant Secretary of Agriculture for Marketing and Regulatory Programs. The Assistant Secretary of Agriculture for Marketing and Regulatory Programs will supervise those activities of the Agricultural Marketing Service and the Animal and Plant Health Inspection Service which do not relate primarily to food safety, as well as all activities of the Grain Inspection, Packers and Stockyards Administration, and will perform such other functions related to marketing and regulatory programs as may be assigned.
- (8) Assistant Secretary of Agriculture for Congressional Relations. The Assistant Secretary of Agriculture for Congressional Relations will supervise all activities of the Department and its agencies and offices related to relationships with the Congress and with its committees and members, as well as functions related to intergovernmental relations, and will perform such other functions as may be assigned.
- (9) Assistant Secretary of Agriculture for Administration. The Assistant Secretary of Agriculture for Administration will supervise all activities of the Office of Civil Rights Enforcement, the Office of Information Resources Management, the Office of Operations, and the Office of Personnel, will provide administrative management for the Office of Administrative Law Judges, the Board of Contract Appeals, and the Judicial Officer, and will perform such other functions related to administrative management as may be assigned.
- (10) Chief Economist. There shall be in the Department a Chief Economist who shall report to the Secretary. The Chief Economist will supervise all activities of the Economic Analysis Staff, the Office of Risk Assessment

and Cost-Benefit Analysis, and the World Agricultural Outlook Board, and will be assigned responsibility for advising the Secretary with respect to the economic effects of all proposed major programs and activities of the Department and for preparing economic analyses of the Department's principal initiatives.

b Establishment of Agencies and Offices. The following agencies and offices are hereby established within the Department:

- (1) Consolidated Farm Service Agency. The Consolidated Farm Service Agency will be headed by an Administrator who shall report to the Under Secretary of Agriculture for Farm and Foreign Agricultural Services. The Agency will be assigned responsibility for agricultural price and income support programs, production adjustment programs, and the conservation reserve and agricultural conservation programs presently performed by the Agricultural Stabilization and Conservation Service, supervision of the Federal Crop Insurance Corporation, farm-related agricultural credit programs presently performed by the Farmers Home Administration, and such other programs related to farm services as may be assigned.
- (2) Rural Utilities Service. The Rural Utilities Service will be headed by an Administrator who shall report to the Under Secretary of Agriculture for Rural Economic and Community Development. The Service will be assigned responsibility for electric and telephone loan programs presently performed by the Rural Electrification Administration, water and waste facility loans and grants presently assigned to the Rural Development Administration, and such other functions related to rural utilities services as may be assigned.
- (3) Rural Housing and Community Development Service. The Rural Housing and Community Development Service will be headed by an Administrator who shall report to the Under Secretary of Agriculture for Rural Economic and Community Development. The Service will

be assigned responsibility for housing loan programs presently performed by the Farmers Home Administration, community facilities loan programs presently performed by the Rural Development Administration, and such other programs related to rural housing and community development as may be assigned.

- (4) Rural Business and Cooperative Development Service. The Rural Business and Cooperative Development Service will be headed by an Administrator who shall report to the Under Secretary of Agriculture for Rural Economic and Community Development. The Service will be assigned responsibility for business and industry loan programs and assistance programs for cooperatives presently performed by the Rural Development Administration, and such other functions related to rural business and cooperative development as may be assigned.
- (5) Food and Consumer Service. The Food and Consumer Service will be headed by an Administrator who shall report to the Under Secretary of Agriculture for Food, Nutrition, and Consumer Services. The Service will be assigned responsibility for all food stamp, school lunch, child nutrition, and special feeding programs presently performed by the Food and Nutrition Service, and for such other functions related to food and consumer services as may be assigned.
- (6) Natural Resources Conservation Service. The Natural Resources Conservation Service will be headed by a Chief who shall report to the Under Secretary of Agriculture for Natural Resources and Environment. The Service will be assigned responsibility for all soil and water conservation programs presently performed by the Soil Conservation Service, the Wetlands Reserve, Water Bank, Colorado River Basin Salinity Control, and Forestry Incentives programs presently performed by the Agricultural Stabilization and Conservation Service, the Farms for the Future Act program presently performed by the Farmers Home Administration, and such other functions related to natural resources conservation as may be assigned.

- (7) Cooperative State Research, Education, and Extension Service. The Cooperative State Research, Education, and Extension Service is established by the Act. It will be headed by an Administrator who shall report to the Under Secretary of Agriculture for Research, Education, and Economics. The Service will be assigned responsibility for all cooperative State and other research programs presently performed by the Cooperative State Research Service, all cooperative education and extension programs presently performed by the Extension Service, and such other functions related to cooperative research, education, and extension as may be assigned.
- (8) Grain Inspection, Packers and Stockyards Administration. The Grain Inspection, Packers and Stockyards Administration will be headed by an Administrator who shall report to the Assistant Secretary of Agriculture for Marketing and Regulatory Programs. The Administration will be assigned responsibility for all programs and activities presently performed by the Federal Grain Inspection Service and by the Packers and Stockyards Administration, and such other functions related to regulatory programs as may be assigned.
- (9) National Appeals Division. The National Appeals Division will be headed by a Director who shall report to the Secretary. The Division will be assigned responsibility for all administrative appeals presently performed by the National Appeals Division of the Agricultural Stabilization and Conservation Service and by the National Appeals Staff of the Farmers Home Administration, appeals arising from decisions of the Federal Crop Insurance Corporation and the Soil Conservation Service, appeals arising from decisions of the successors to these agencies established by this Memorandum, and such other administrative appeals arising from decisions of agencies and offices of the Department as may be assigned.
- (10) Office of Risk Assessment and Cost-Benefit Analysis. The Office of Risk Assessment and

Cost-Benefit Analysis will be headed by a Director who shall report to the Chief Economist. The Office will be assigned responsibility for assessing the risks to human health, human safety, or the environment, and for preparing cost-benefit analyses, with respect to proposed major regulations, and for publishing such assessments and analyses in the Federal Register. The Office will also have responsibility for such other analytical functions as may be assigned.

c Positions Abolished. The following positions are hereby abolished:

- (1) Under Secretary of Agriculture for International Affairs and Commodity Programs.
- (2) Under Secretary of Agriculture for Small Community and Rural Development.
- (3) Assistant Secretary of Agriculture for Economics.
- (4) Assistant Secretary of Agriculture for Food and Consumer Services.
- (5) Assistant Secretary of Agriculture for Marketing and Inspection Services.
- (6) Assistant Secretary of Agriculture for Natural Resources and Environment.
- (7) Assistant Secretary of Agriculture for Science and Education.

d Agencies and Offices Abolished. The following agencies and offices within the Department are hereby abolished:

- (1) Agricultural Stabilization and Conservation Service.
- (2) Farmers Home Administration.
- (3) Rural Development Administration.
- (4) Rural Electrification Administration.
- (5) Food and Nutrition Service.

- (6) Soil Conservation Service.
- (7) Cooperative State Research Service.
- (8) Extension Service.
- (9) National Agricultural Library.
- (10) Federal Grain Inspection Service.
- (11) Packers and Stockyards Administration.
- (12) Office of the Executive Secretariat.

e Consolidation of Administrative Staffs. In each mission area of the Department, administrative functions will be consolidated utilizing either a "lead agency" or a "center of excellence" approach. Under this arrangement, administrative functions -- including personnel administration, civil rights enforcement, information resources management, and financial management -- will be provided centrally to all agencies and offices reporting to the subcabinet official in each mission area.

f Headquarters Consolidation and Staff Reductions. The Act requires that the Department achieve personnel reductions totalling at least 7,500 staff years by the end of fiscal year 1999, and provides that reductions already achieved under the Federal Workforce Restructuring Act of 1994 shall be counted towards this goal. The Act also directs that we attempt to achieve staff reductions at headquarters offices in a percentage which is at least twice the percentage of staff reductions achieved at field office locations, in order to assure that we concentrate our efforts on delivery of USDA programs to the many publics we serve. All subcabinet officers and heads of USDA agencies and offices are directed to continue efforts to consolidate headquarters staff personnel and to achieve the reductions necessary to meet our goals in both headquarters and field office locations.

g Closure and Consolidation of Field Offices. The Act also directs that, where practicable and to the extent consistent with efficient, effective, and improved service, the Department combine and reduce the number of field offices of USDA agencies in order to achieve economies, reduce

personnel, and eliminate duplicative functions and unnecessary expenses. At my earlier direction, USDA agencies have submitted plans proposing the closure and consolidation of offices in their field structures. As I have pledged, the Department will consult promptly with the Congress before effectuating the closures and consolidations of offices under such plans. Except where lease arrangements or other obstacles make it impossible to achieve, I direct that all closings and consolidations of offices under these plans, after appropriate consultation with the Congress, will be accomplished as soon as possible.

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

4 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in full force and effect.

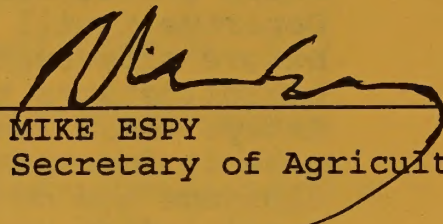
5 EFFECTIVE DATE

The provisions of this Memorandum are effective immediately. Except for consolidations and closures of field offices, full implementation of the actions ordered herein shall have begun by December 1, 1994. As provided in section 2g above, field office closures and consolidations shall be accomplished as soon as possible.

6 TERMINATION

This Memorandum shall remain in effect for one year or until such earlier time as published delegations of authority have been revised to incorporate its provisions and all actions ordered

herein have been accomplished. Within one year of the date of this Memorandum, its provisions shall have been adopted as a Departmental Regulation.



MIKE ESPY
Secretary of Agriculture



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20250

October 20, 1994

SECRETARY'S ANNOUNCEMENT

DESIGNATION OF DEPARTMENT OFFICIALS

I have today signed Secretary's Memorandum 1010-1 implementing the reorganization authorities contained in H.R. 4217, the Federal Crop Insurance Reform and Department of Agriculture Reorganization Act of 1994, Public Law No. 103-354, which the President signed on October 13, 1994. That Memorandum established a number of new positions, agencies, and offices within the Department. Effective immediately, the following officials are hereby designated to serve in the positions indicated:

Eugene Moos, Under Secretary of Agriculture for
Farm and Foreign Agricultural Services

Bob J. Nash, Under Secretary of Agriculture for
Rural Economic and Community Development

Ellen Haas, Under Secretary of Agriculture for
Food, Nutrition, and Consumer Services

James R. Lyons, Under Secretary of Agriculture
for Natural Resources and Environment

R. D. Plowman, Acting Under Secretary of Agriculture
for Research, Education, and Economics

Michael R. Taylor, Acting Under Secretary of Agriculture
for Food Safety

Patricia Jensen, Acting Assistant Secretary of
Agriculture for Marketing and Regulatory Programs

Frederick G. Slabach, Assistant Secretary of
Agriculture for Congressional Relations

Wardell C. Townsend, Jr., Assistant Secretary of
Agriculture for Administration

Richard E. Rominger, Acting Administrator, Consolidated
Farm Service Agency

Wally B. Beyer, Administrator, Rural Utilities
Service

Michael V. Dunn, Acting Administrator, Rural
Housing and Community Development Service

Dayton Watkins, Acting Administrator, Rural
Business and Cooperative Development Service

William E. Ludwig, Administrator, Food and
Consumer Service

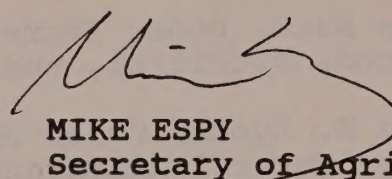
Paul Johnson, Chief, Natural Resources Conservation
Service

William D. Carlson, Acting Administrator
Cooperative State Research, Education, and
Extension Service

David R. Shipman, Acting Administrator, Grain
Inspection, Packers and Stockyards Administration

Frederick R. Young, Acting Director, National
Appeals Division

Keith Collins, Acting Chief Economist



MIKE ESPY
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

May 3, 1996

SECRETARY'S MEMORANDUM 1010-2

ESTABLISHMENT OF RISK MANAGEMENT AGENCY

1 PURPOSE

Section 194 of the Federal Agriculture Improvement and Reform Act of 1996, Public Law 104-127, approved April 4, 1996, amended the Department of Agriculture Reorganization Act of 1994, Public law 103-354, Title II, to require that the Secretary establish within the Department an independent office which will be responsible for supervision of the Federal Crop Insurance Corporation, administration and oversight of programs authorized under the Federal Crop Insurance Act, and programs involving revenue insurance, risk management savings accounts, and other programs designed to manage risk and support farm income.

2 ACTIONS ORDERED

- a Establishment of Risk Management Agency. There is hereby established within the Department an independent office to be known as the Risk Management Agency (Agency). The Agency will be responsible for (1) supervision of the Federal Crop Insurance Corporation; (2) administration and oversight of all aspects of all programs authorized under the Federal Crop Insurance Act (7 U.S.C. 1501 et seq.), including delivery of program services through local offices of the Department; (3) any pilot or other programs involving revenue insurance, risk management savings accounts, or the use of the futures market to manage risk and support farm income that may be established under the Federal Crop Insurance Act or other law; and (4) any other functions which may be assigned.
- b Administrator. The Agency will be headed by an Administrator who will report to the Under Secretary for Farm and Foreign Agricultural Services. The Administrator will also serve as Manager of the Federal Crop Insurance Corporation.

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WASHINGTON, D. C.

- c Fiscal Year 1996 Funding. The Under Secretary for Farm and Foreign Agricultural Services shall determine with approval by the Secretary of Agriculture the level of funding which shall be allocated for the salaries and expenses of the Agency for the balance of fiscal year 1996, from the funds appropriated for the salaries and expenses of the Farm Service Agency in the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 1996, Public Law 104-37.

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

4 EXISTING DIRECTIVES

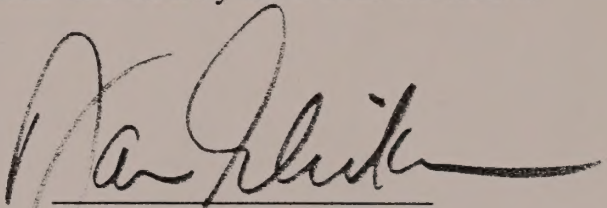
Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in full force and effect.

5 EFFECTIVE DATE

The provisions of this Memorandum are effective immediately.

6 TERMINATION

This Memorandum shall remain in effect for one year or until such earlier time as published delegations of authority have been revised to incorporate its provisions.



DAN GLICKMAN
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250



APR 1 1966

SECRETARY'S ANNOUNCEMENT

Effective immediately, Kenneth O. Ackerman is hereby designated to serve as Acting Administrator of the Risk Management Agency.

A large, stylized handwritten signature in dark ink, likely belonging to Kenneth O. Ackerman.
KENNETH O. ACKERMAN
Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

return to the
Secretary's File Room

May 23, 1942

MEMORANDUM NO. 1011

Transfers of Employees Under the War Service Regulations

The primary objective of Regulation IX of the War Service Regulations, issued by the Civil Service Commission pursuant to Executive Order No. 9067, is to facilitate the transfer of personnel to newly established or rapidly expanding war agencies. At the same time, however, the Civil Service Commission recognizes that part of its responsibility is to protect agencies with lower priority classifications from being drained of trained and experienced employees to such an extent that the efficiency of operation of such agencies is seriously impaired.

Prior to the issuance of the War Service Regulations, it was the policy of the Department of Agriculture, as stated in Secretary's Memorandum No. 989, dated March 2, 1942, that bureaus and offices could not refuse consent to the release of an employee for transfer, except with the concurrence of the Director of Personnel. War Service Regulation IX provides that transfers to agencies with a higher priority classification may be made without the consent of the Department, but that the Department has a right to present evidence to the Civil Service Commission that its work will be jeopardized by the loss of the employee's services.

To date, the Department has objected to the proposed transfer of Department employees to an agency with a higher priority classification in only a few instances. As a result, the volume of transfers from the Department to other agencies since the effective date of War Service Regulation IX has been so heavy that the work of the Department is being jeopardized in certain areas and in certain occupational fields. A very large percentage of the total number of inter-Department transfers under the War Service Regulations consists of employees leaving the Department of Agriculture for other war agencies. Consequently, in some instances field offices and other units in the

Department have been so depleted of experienced personnel that not even enough qualified employees remain to give adequate training to replacements. The vital part the Department of Agriculture is playing in the war effort makes it imperative that the transfer procedure established by the War Service Regulations does not operate in such a way as to seriously weaken the Department in carrying out its very important activities.

The Department of Agriculture has been asked to share its trained and experienced personnel with war agencies urgently requiring the services of additional qualified employees. The Department is anxious to do its part in this sharing process. The Department's war activities are of such importance, however, that it cannot permit its staff to be depleted below the danger line in order to satisfy the personnel demands of other agencies. The Department is expected and prepared to share its employees, but not to acquiesce in wholesale transfers resulting in lowered efficiency in vitally necessary operations.

Chiefs of bureaus and offices should immediately call to the attention of their subordinate officials the fact that this Department has a right to present evidence that its work will be jeopardized even though transfer is proposed to an agency having a higher priority classification. Where proposed transfers of this type would jeopardize the work of the Department, the facts should be submitted to the Director of Personnel. In cases where additional transfers of personnel from a particular field office, section, division, or other unit in the Department would jeopardize the work of that unit, the evidence submitted should include the number of employees, listed by title, service and grade, in the unit on February 28, 1942; the number of employees, listed by title, service and grade, who have transferred since that date; the prospects for securing satisfactory replacements for transferred employees; and the specific effects that additional transfers would have on the work of the unit. It will be the responsibility of the Director of Personnel to present such evidence to the Civil Service Commission when necessary in order to protect the interests of the Department.

Claude R. Wickard

Secretary

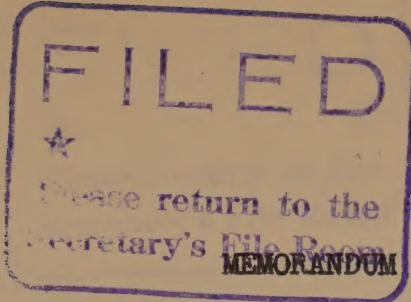
PERSONNEL

Employees, Transfer of Under War Service Regulations
Personnel, Transfer of Under War Service Regulations
Transfer of Employees Under War Service Regulations
War Service Regulations, Transfer of Employees Under

L.



DEPARTMENT OF AGRICULTURE
WASHINGTON



May 23, 1942

Reg. # 2723
5-23-42

Committee on Transportation and Marketing of Hogs

The number of hogs to be marketed this coming fall and winter will be sharply higher than last year's marketings and considerably higher than the marketings of any previous year on record. Indications are that this year's runs, particularly during the normal seasonal peaks in December and January, will be so large as to result in difficulties from the standpoint of both transportation and packing. To meet these problems the Department should (1) Undertake at once a vigorous educational campaign to inform farmers of this situation and steps which they may take to avoid these gluts; and (2) Draft an action program to cope with the transportation and packing problems insofar as they can be determined by the necessary surveys.

The responsibility for carrying out the educational program, as well as any action program which may be initiated, will fall on many agencies within the Department. I want each agency to explore the ways and means by which it can best implement these programs.

To advise on the educational campaign and to propose the necessary action programs I am appointing the following inter-departmental committee:

Clarence Kitchen, AMA, Chairman

D. A. FitzGerald, BAE

Ernest M. Luther, AAA

P. V. Kepner, Extension Service

J. Joe Reed, OAWR

Carl C. Farrington, CCC

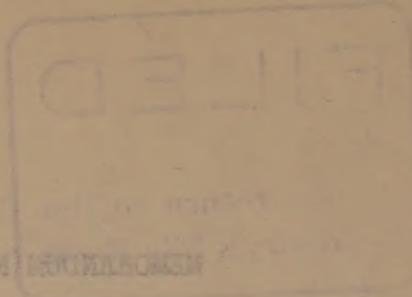
Claude R. Wickard
Secretary

COMMITTEES

Committee on Transportation and Marketing of Hogs
Hogs, Committee on Transportation and Marketing of
Marketing of Hogs, Committee on
Transportation and Marketing of Hogs, Committee on

DEPARTMENT OF AGRICULTURE

WASHINGTON



MEMORANDUM NO. 1012

The number of hogs to be marketed this coming fall and winter will be sharply higher than last year's marketing, and considerably higher than the marketing of any previous year on record. Indications are that this year's runs, particularly during the normal seasonal peaks in December and January, will be so large as to result in difficulties from the standpoint of both transportation and packing. To meet these problems the Department should (1) Undertake at once a vigorous educational campaign to induce farmers of this situation and steps which they may take to avoid these difficulties; and (2) Draft an action program to cope with the transportation and packing problems insofar as they can be determined by the necessary surveys.

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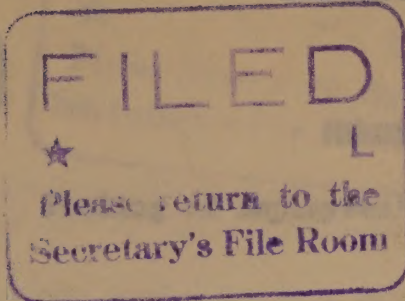
COMMITTEES

Committee on Transportation and Marketing of Hogs
Hogs, Committee on Transportation and Marketing of
Marketing of Hogs, Committee on
Transportation and Marketing of Hogs, Committee on



DEPARTMENT OF AGRICULTURE

WASHINGTON



May 25, 1942

*Reg. 2724
5-25-42*

MEMORANDUM No. 1013

To: Chiefs of Bureaus and Offices: *ALL*Decentralization of the Farm Credit Administration

The Farm Credit Administration has completed its move to Kansas City, Missouri, and, with the exception of the Cooperative Research and Service Division, is now located in the Municipal Auditorium, 212 West Fourteenth Street. Coincident with this move, the Solicitor and the Librarian have decentralized units of their staffs which serve the Farm Credit Administration.

To enable members of Congress and executives of the Department and other Federal agencies in Washington to obtain quickly first-hand information and details on the Farm Credit program, and to assist in coordinating that program with Washington activities, including war projects, a small liaison group is remaining in Washington. This liaison office, headed by Dr. C. W. Warburton, Deputy Governor, is located in rooms 3433-3447 and 3446-3448 South Building, and can be reached on Extensions 5537 and 3740. Governor A. G. Black will be in Washington intermittently, with an office in room 3439 South Building, Extensions 2432 and 3740.

The Cooperative Research and Service Division, which, as previously announced, will remain in Washington, is now located in the South Building. Administrative offices of the Division are in rooms 3428-3430, Extension 2461. The Credit Union Section was recently transferred by executive order to the Federal Deposit Insurance Corporation.

Ernest B. Hill
Assistant Secretary

DECENTRALIZATION

Decentralization of the Farm Credit Administration
Farm Credit Administration, Decentralization of

ORGANIZATION 2

DEPARTMENT OF AGRICULTURE

WASHINGTON



May 28, 1942

MEMORANDUM FOR THE SECRETARY

To: Chief of Bureau of Agricultural Economics

Decentralization of the Farm Credit Administration

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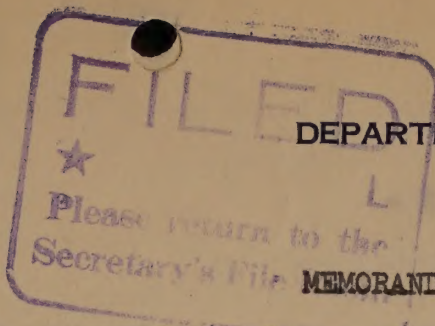
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The Cooperative Research and Service Division, which, as previously announced, will remain in Washington, is now located in the South Building. Administrative offices of the Division are in rooms 3432-3436, Extension 3461. The Credit Union Section was recently transferred by executive order to the Federal Deposit Insurance Corporation.

Assistant Secretary

DECLASSIFICATION

Decentralization of the Farm Credit Administration
Farm Credit Administration, Decentralization of



DEPARTMENT OF AGRICULTURE

WASHINGTON

May 26, 1942

#2725
Reg. 5-26-42

Pooling of Employees' Transportation Facilities

With the shortage of rubber and the impending rationing of gasoline, the transportation of employees to and from the Department is rapidly becoming critical. The President has urged that all Federal departments and agencies exert every effort to meet the transportation problem by working out, "immediately and thoroughly," programs for employees "which will substantially reduce the number of automobiles which are necessary to take men and women to and from their places of work."

The Office of Personnel began two months ago to develop a "Share-Your-Car" program for Department employees. Employees were polled through bureau personnel offices concerning their transportation facilities, and were asked if they would be willing to rotate the driving of their automobiles with others living in the same neighborhoods. The number of employees who have cooperated in the program has been fairly good, but I believe that much more must be done immediately if we are to make our full contribution to the solution of the transportation problem.

I am asking the heads of the bureaus and offices of the Department to urge all of their employees to enter the "Share-Your-Car" program, and to take whatever action may be necessary to emphasize the need for cooperative driving arrangements. Persons desiring to cooperate may secure copies of the transportation questionnaire from their bureau personnel offices or from the Office of Personnel. The Office of Personnel has set up a central clearing house in Room 433, Administration Building, telephone extension 5626, to bring together employees who desire to rotate the driving of their automobiles.

We must also extend the program of pooling of transportation facilities in all localities of the Departmental field service where there is a concentration of employees great enough to make such a system feasible. The bureaus and offices of the Department shall immediately bring to the attention of their field offices and stations the importance of developing cooperative driving arrangements.

The assignment of official parking spaces by the bureaus to employees who drive automobiles has presented difficulties to the widespread adoption of the rotation program in the Department. Many persons desiring to share their transportation facilities have been unable to work out cooperative driving arrangements because they lack parking spaces. Other individuals who now have parking facilities have expressed a desire to cooperate in the program but have been concerned that they will lose their official parking spaces if they do not drive every day.

Bureau officials responsible for allocation of Departmental parking spaces shall immediately reexamine all assignments and adopt a policy which will

TRANSPORTATION

DEPARTMENT OF AGRICULTURE

WASHINGTON

May 22, 1942

MEMORANDUM NO. 1014



Pooling of Employees' Transportation Facilities

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We must also extend the program of pooling of transportation facilities in all localities of the Departmental field service where there is a concentration of employees great enough to make such a system feasible. The Bureau and offices of the Department shall immediately bring to the attention of their field offices and stations the importance of developing cooperative driving arrangements.

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Bureau officials responsible for allocation of Departmental parking spaces shall immediately reexamine all assignments and adopt a policy which will

encourage the automobile-pooling program. Parking places shall be assigned on the basis of the following criteria:

1. To those employees who must regularly use their private automobiles for official trips about the city in connection with their work for the Department.
2. To those employees who rotate their driving with at least two other persons in this Department or other Federal agencies.
3. To physically disabled employees who drive to and from the Department.
4. To employees who must drive to work every day because they live in isolated areas far removed from other means of transportation.

In assigning official parking spaces bureau officials shall give primary consideration to these criteria; assignments for other reasons must be held to a minimum until such time that all employees who desire to participate in the automobile-pooling program have been provided parking facilities.

I am sure that the chiefs of the bureaus and offices will give their enthusiastic support to this program in order that we may achieve the maximum degree of "doubling up" which the President has requested. I would like to have a report from each bureau and office within ten days relating the effectiveness of steps which have been taken.

Claude R. Wickard

Secretary.

TRANSPORTATION

Employees' Transportation Facilities, Pooling of
Pooling of Employees' Transportation Facilities
Transportation Facilities, Employees', Pooling of

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Secretary.

TRANSPORTATION
Employees' Transportation Facilities, Pooling of
Employees' Transportation Facilities
Employees' Transportation Facilities, Pooling of

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

June 4, 1942

MEMORANDUM NO. 1015

Reg. # 2730
6-4-47

Instructions regarding security against sabotage and other destructive acts or omissions, involving foodstuffs and storage, including fibers, naval stores and vegetable oils.

The Governor of the Farm Credit Administration is instructed and directed to take the action and to do and have done, through such means and by such methods, including use of personal services of employees of any and all divisions, agencies or corporations of the Farm Credit Administration and agencies and corporations subject to the general supervision thereof, as he may deem advisable, the things which the Department of Agriculture is required to do under Executive Order 9165 dated May 19, 1942 with respect to Foodstuffs and Storage, including Fibers, Naval Stores and Vegetable Oils.

Reports to the Office for Agricultural War Relations shall be made from time to time with respect to the progress being made and the action being taken under this memorandum and at all times the work is to be done in accordance with the terms of the Executive Order and in close cooperation with the Office of Civilian Defense.

Executive Order 9165, is an order "Providing for the Protection of Essential Facilities from Sabotage and other Destructive Acts." This Order, among other things, directs the Department of Agriculture to effect the development and execution of security plans for Foodstuffs and Storage including Fibers, Naval Stores and Vegetable Oils and to:

- (a) Conduct surveys to ascertain security status;
- (b) Determine security deficiencies;
- (c) Make recommendations for security action by owners and operators, by State and local governments, and by Federal departments and agencies;
- (d) Make recurring inspections to determine that adequate standards of security against sabotage and other destructive acts or omissions are maintained;
- (e) Take all other necessary steps within the scope of its authority for the protection of essential facilities against sabotage and other destructive acts or omissions.

Claude R. Wickard
Secretary

Attachment.

SABOTAGE

Facilities, Protection of From Sabotage
Farm Credit Administration Activities Against Sabotage
Protection of Essential Facilities from Sabotage

Instructions regarding security against sabotage and other destructive acts or omissions, involving foodstuffs and stores, including fibers, naval stores and vegetable oils.

The Governor of the Farm Credit Administration is instructed and directed to take the action and to do and have done, through such means and by such methods, including use of personnel services of employees of any and all divisions, agencies or corporations of the Farm Credit Administration and agencies and corporations subject to the general supervision thereof, as he may deem advisable, the things which the Department of Agriculture is required to do under Executive Order 9165 dated May 19, 1942 with respect to foodstuffs and stores, including fibers, naval stores and vegetable oils.

Reports to the Office for Agricultural War Relations shall be made from time to time with respect to the progress being made and the action being taken under this memorandum and at all times the work is to be done in accordance with the terms of the Executive Order and in close cooperation with the Office of Civilian Defense.

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- (b) Determine security deficiencies;
- (c) Make recommendations for security action by owners and operators, by State and local governments, and by Federal departments and agencies;
- (d) Make recurring inspections to determine that adequate standards of security against sabotage and other destructive acts or omissions are maintained;
- (e) Take all other necessary steps within the scope of its authority for the protection of essential facilities against sabotage and other destructive acts or omissions.

Secretary

Attachment.

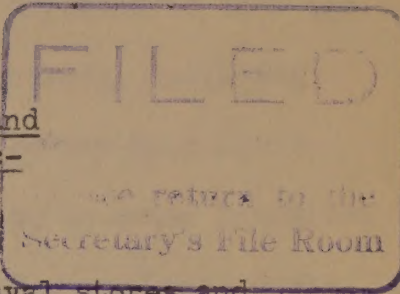
Regn. 4176
Dated 5-24-43
UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY
WASHINGTON

May 24, 1943

MEMORANDUM NO. 1015, SUPPLEMENT 1

Protection of Foodstuffs, Fibers, Naval Stores, and
Vegetable Oils Against Sabotage and Other Destruc-
tive Acts or Omissions



Responsibility for the protection of foodstuffs, fibers, naval stores, and vegetable oils against sabotage, fire, and other destructive acts or omissions, assigned to the Governor of Farm Credit Administration by Memorandum No. 1015 of June 4, 1942, is hereby transferred to the Administrator of the War Food Administration.

Authority for this program is contained in Executive Order 9165 of May 19, 1942, which, among other things, directs the Department of Agriculture to effect the development and execution of security plans for foodstuffs and storage, including fibers, naval stores, and vegetable oils, and to:

- (a) Conduct surveys to ascertain security status;
- (b) Determine security deficiencies;
- (c) Make recommendations for security action by owners and operators, by state and local governments, and by Federal departments and agencies;
- (d) Make recurring inspections to determine that adequate standards of security against sabotage and other destructive acts or omissions are maintained;
- (e) Take all other necessary steps within the scope of its authority for the protection of essential facilities against sabotage and other destructive acts or omissions.

The employees of Farm Credit Administration who have been given special training in the Provost Marshal General School at Fort Oglethorpe, Georgia, will be made available to the War Food Administration for consultation to assist in carrying out this program, and some will be available for temporary detail if desirable. The Farm Credit Administration will transfer to the War Food Administration its lists of facilities and other records pertaining to this program.

Claude R. Wickard

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

May 14, 1943

MEMORANDUM NO. 1015, SUPPLEMENT 1

Protection of Foodstuffs, Fibers, Fertilizers, and
Vegetable Oils Against Spoilage and Other Losses
Due to Insects

Responsibility for the protection of foodstuffs, fibers, fertilizers, and vegetable oils against insects, and other destructive pests or diseases, is assigned to the Director of the United States Food Administration, and is hereby transferred to the Administrator of the War Food Administration.

Authority for this program is contained in Executive Order 9125 of May 19, 1942, which, among other things, directs the Department of Agriculture to effect the development and execution of security plans for foodstuffs and fibers, including fibers, naval stores, and vegetable oils, and to:

- (a) Conduct surveys to ascertain security status;
- (b) Determine security deficiencies;
- (c) Take recommendations for security action by owners and operators, by State and local governments, and by Federal Government and agencies;
- (d) Take security inspections to determine that adequate standards of security against spoilage and other destructive pests or diseases are maintained;
- (e) Take all other necessary steps within the scope of its authority for the protection of essential facilities against insects and other destructive pests or diseases.

The employees of the War Food Administration who have been given special training in the Food Control Manual School at Fort Detrick, Virginia, will be made available to the War Food Administration for consultation to assist in carrying out this program, and some will be available for very detailed assistance. The War Food Administration will transfer to the War Food Administration its list of facilities and other records pertaining to this program.

Secretary

June 9, 1942

Please return to the

Instructions regarding security against sabotage and other destructive acts or omissions, involving forest, brush and grass lands under the jurisdiction of the Department of Agriculture, and related facilities.

Ref. # 2732-6-9-42

The Acting Chief of the Forest Service is instructed and directed to take the action and to do and have done, through such means and by such methods, including use of personal services of employees of the Forest Service, as he may deem advisable the things which the Department of Agriculture is required to do under Executive Order 9165, dated May 19, 1942, with respect to forest, brush and grass lands under the jurisdiction of the Department of Agriculture, and related facilities.

Reports to the Office for Agricultural War Relations shall be made from time to time with respect to the progress being made and the action being taken under this memorandum and at all times the work is to be done in accordance with the terms of the Executive Order and in close cooperation with the Office of Civilian Defense.

Executive Order 9165 is an order "Providing for the Protection of Essential Facilities from Sabotage and other Destructive Acts." This Order, among other things, directs the Department of Agriculture to effect the development and execution of security plans for forest, brush and grass lands under the jurisdiction of the Department of Agriculture (including forest lands provided cooperative fire protection under the Clarke-McNary Act), and related facilities, and to:

- (a) Conduct surveys to ascertain security status;
- (b) Determine security deficiencies;
- (c) Make recommendations for security action by owners and operators, by State and local governments, and by Federal departments and agencies;
- (d) Make recurring inspections to determine that adequate standards of security against sabotage and other destructive acts or omissions are maintained;
- (e) Take all other necessary steps within the scope of its authority for the protection of essential facilities against sabotage and other destructive acts or omissions.

Instructions relative to the protection of essential facilities and other activities of the Department of Agriculture, including the protection of essential facilities, are contained in the following:

The Acting Chief of the Forest Service is instructed to take the

Index Entries: Sabotage, Forest Service, Protection of Essential Facilities, etc.

of personal services of employees of the Forest Service, as he may deem

SABOTAGE

Facilities, Essential, Protection of From Sabotage
Forest Service Activities Against Sabotage
Protection of Essential Facilities from Sabotage

the jurisdiction of the Department of Agriculture, and related facilities.

Reports to the Office for Agricultural War Relations shall be made from time

to time with respect to the progress being made and the action being taken under

this memorandum and at all times the work is to be done in accordance with the

terms of the Executive Order and in close cooperation with the Office of Civilian

Control.

Executive Order 9116 is an order "Providing for the Protection of Essential

Facilities from Sabotage and other Destructive Acts." This order, among other

things, directs the Department of Agriculture to direct the development and execution

of security plans for forest, brush and grass lands under the jurisdiction of the

Department of Agriculture (including forest lands provided cooperative protection

under the Clarke-Kellogg Act), and related facilities, and to:

- (a) Conduct surveys to ascertain security status;
- (b) Determine security requirements;
- (c) Make recommendations for security action by owner and operator, by State and local governments, and by Federal departments and agencies;
- (d) Make recurring inspections to determine that adequate standards of security against sabotage and other destructive acts are maintained;
- (e) Take all other necessary steps within the scope of its authority for the protection of essential facilities against sabotage and other destructive acts or omissions.



DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NUMBER 1017

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Subject: Testifying in court by employees of the Department

From time to time, employees of the Department are called upon to testify in court as expert witnesses by persons who are seeking to establish claims against the United States. Pertinent examples are actions to recover amounts paid as processing taxes under the Agricultural Adjustment Act of 1933. In such cases, if the employee is called upon to testify in his official capacity or to produce official records or information, the Department Regulations require that he must not appear unless subpoenaed and that, before obeying a subpoena, he should receive clearance from the chief of his bureau. If he is not called upon to testify in his official capacity and is not asked to produce official records or information, the Regulations do not require that he be subpoenaed.

Although the Regulations of the Department do not specifically refer to the conduct of employees in connection with their appearance as witnesses, it should be abundantly clear that an employee testifying in such a case should be absolutely impartial and should confine himself to answering questions properly put to him as a witness. Conduct of such an employee which may give rise to the charge that he is assisting the plaintiff in the preparation and presentation of his case against the Government, assisting the plaintiff's attorney in framing his questions, or taking an attitude hostile to the interests of the Government not only subjects the employee and the Department to severe criticism but may also constitute a violation by the employee of Section 198 of Title 18 of the United States Code, which section prohibits any Government employee, under penalty of severe fine and imprisonment, from aiding or assisting in any manner, except in the discharge of his proper official duties, in the prosecution or support of a claim against the United States.

Thomas J. Flavin

Assistant to the Secretary

COURT ATTENDANCE

Conduct of Employees Testifying in Court.

Employees of Department Testifying in Court

Testifying in Court, Employees of Department

Witnesses, Department Employees Testifying in Court as

mmw

PERSONNEL 7

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Secretary's File Room

MEMORANDUM NO. 1018

Reg. No. 2737
June 18, 1942
June 17, 1942

Administrative Determination Under Buy-American Act

It has been administratively determined that section 2 of title III of the act of March 3, 1933 (47 Stat. 1520, 41 U.S.C. 10a), known as the Buy-American Act, is inapplicable during the existing emergency to the procurement of articles, materials, or supplies produced substantially all from the following materials which have been mined, produced, or manufactured, as the case may be, in foreign countries, since these materials are not mined, produced, or manufactured, as the case may be, in the United States in sufficient and reasonably available commercial quantities:

1. Aluminum
2. Rubber

Authority is hereby granted, during the existing emergency:

1. To purchase, or make contracts for the purchase, of articles, materials, or supplies using any of the above-designated materials of foreign origin which meet the requirements of the specifications, and
2. To supplement, amend, or modify existing contracts for the purchase of articles, materials, or supplies, in the interest of the United States, so as to permit the furnishing of articles, materials, or supplies, using any of the above-designated materials of foreign origin which meet the requirements of the specifications.

If the existing contract has been made pursuant to the differential scale set forth in numbered paragraph 10 of Budget and Finance Circular No. 2, Revised, dated April 24, 1936,* and the contractor can continue to furnish articles, materials, or supplies, using any of the above-designated materials of domestic origin, and can certify to such domestic origin, the contract should not be disturbed. But if the contractor cannot so continue to perform, it should be ascertained, before permitting the furnishing of articles, materials, or supplies using any of the above-designated materials of foreign origin, whether a lower price may be obtained by readvertisement or otherwise.

Claude R. Wickard

Secretary

*Permits the award of contracts to bidders offering articles, materials, or supplies, using materials of foreign origin, if their bids are still the lowest after the application of a differential of 25 percent in favor of domestic articles, materials, or supplies, or 100 percent where the foreign bid is \$100 or less.

PROCUREMENT

UNITED STATES DEPARTMENT OF AGRICULTURE

Aluminum of Foreign Origin May Be Purchased During Emergency.
Authority to Purchase Under Buy-American Act, modified.
Buy-American Act, Section 2, Title 3 Inapplicable During Emergency.
Contracts, Can Make or Amend to Purchase Material of Foreign Origin.
Rubber of Foreign Origin May Be Purchased During Emergency.

Administrative Determination Under Buy-American Act

It has been administratively determined that Section 2 of Title III of the Act of March 3, 1933 (47 Stat. 1532, 48 Stat. 102), known as the Buy-American Act, is inapplicable during the existing emergency to the procurement of articles, materials, or supplies produced substantially all from the following materials which have been mined, produced, or manufactured, as the case may be, in foreign countries, since these materials are not mined, produced, or manufactured, as the case may be, in the United States in sufficient and reasonably available commercial quantities:

1. Aluminum
2. Rubber

Authority is hereby granted, during the existing emergency:

1. To purchase, or make contracts for the purchase, of articles, materials, or supplies using any of the above-designated materials of foreign origin which meet the requirements of the specifications, and

2. To supplement, amend, or modify existing contracts for the purchase of articles, materials, or supplies, in the interest of the United States, so as to permit the furnishing of articles, materials, or supplies, using any of the above-designated materials of foreign origin which meet the requirements of the specifications.

If the existing contract has been made pursuant to the differential scale set forth in numbered paragraph 10 of Budget and Finance Circular No. 2, Revised, dated April 24, 1936,* and the contractor can continue to furnish articles, materials, or supplies, using any of the above-designated materials of domestic origin, and can certify to such domestic origin, the contract should not be disturbed. But if the contractor cannot so continue to perform, it should be ascertained, before permitting the furnishing of articles, materials, or supplies using any of the above-designated materials of foreign origin, whether a lower price may be obtained by readvertisement or otherwise.

Secretary

*Permits the award of contracts to bidders offering articles, materials, or supplies, using materials of foreign origin, if their bids are still the lowest after the application of a differential of 25 percent in favor of domestic articles, materials, or supplies, or 100 percent where the foreign bid is \$100 or less.

(Indicate on reverse side)

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON
Please return to the
Secretary's File Room

Reg. No. 2741 June 23, 1942
June 23, 1942

MEMORANDUM NO. 1019

Under the Memorandum of Understanding which established the Foods Requirements Committee certain specific responsibilities were assigned to the Committee, including the determination of food requirements; the amount by which domestic production or importation of foods, or the agricultural materials from which foods are derived, shall be increased or decreased to meet such requirements; the making of recommendations to the Requirements Committee of the War Production Board as to requirements for supplies and equipment needed for the production of such foods or materials; proposals for allocation of agricultural materials between food and non-food uses and the allocation of the available supply of foods, including types and forms of foods, among the various uses.

Subject to the supervision of the Director of the Office of Agricultural War Relations, the Food Requirements ~~Division~~ ^{Branch} of the Office of Agricultural War Relations is hereby given the assignment of assembling the data and material necessary for Committee action upon the specific responsibilities referred to above. The Food Requirements ~~Division~~ ^{Branch} of the Office of Agricultural War Relations will also cooperate with the agencies outside the Department which will assist in the assembling of the data and material for presentation to the Foods Requirements Committee.

To facilitate the work of the Foods Requirements Committee, I am requesting all agencies of the Department of Agriculture to cooperate to the fullest extent with the Office of Agricultural War Relations in the execution of the duties referred to in this memorandum.

Claude R. Wickard

Secretary

ORGANIZATION

Committee Foods Requirements, OAWR to Assemble Data for
Foods Requirements Branch OAWR, Assignment of Responsibilities

ORGANIZATION

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

June 2, 1942

MEMORANDUM NO. 1018

Under the Memorandum of Understanding which established the Food Requirements Committee certain specific responsibilities were assigned to the Committee, including the determination of food requirements; the amount by which domestic production or importation of foods, or the agricultural materials from which foods are derived, shall be increased or decreased to meet such requirements; the making of recommendations to the Requirements Committee of the War Production Board as to requirements for supplies and equipment needed for the production of such foods or materials; proposals for allocation of agricultural materials between food and non-food uses and the allocation of the available supply of foods, including types and forms of foods, among the various uses.

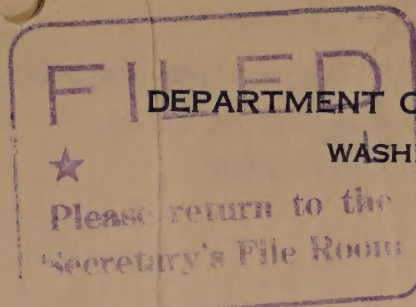
Subject to the supervision of the Director of the Office of Agricultural War Relations, the Food Requirements Division of the Office of Agricultural War Relations is hereby given the assignment of assembling the data and material necessary for Committee action upon the specific responsibilities referred to above. The Food Requirements Division of the Office of Agricultural War Relations will also cooperate with the agencies outside the Department which will assist in the assembling of the data and material for presentation to the Food Requirements Committee.

To facilitate the work of the Food Requirements Committee, I am requesting all agencies of the Department of Agriculture to cooperate to the fullest extent with the Office of Agricultural War Relations in the execution of the duties referred to in this memorandum.

Secretary

ORGANIZATION

Committee Food Requirements, WAR to Assembly Data for
Food Requirements Branch, WAR, Assignment of Responsibilities



Ref. No. 2743
June 23, 1942

June 23, 1942

MEMORANDUM NO. 1020

Transfer of Soils Inspection and Correlation Work

In order to provide for placing the soils inspection and correlation work of this Department under a single direction and pursuant to authority vested in the Secretary of Agriculture to "coordinate and direct all activities with relation to soil erosion" (Section 1, Soil Conservation and Domestic Allotment Act, 16 U.S.C., 1940 ed., sec. 590a), and to allot to such bureaus and offices of the Department of Agriculture as the Secretary may request to cooperate or assist in carrying out this act funds appropriated therefor (Section 11, Soil Conservation and Domestic Allotment Act, 16 U.S.C., 1940 ed., sec. 590k), I hereby direct the following steps to be taken, effective as of July 1, 1942.

1. The Bureau of Plant Industry shall be fully responsible for all soils inspection and correlation work undertaken by the Department, including the work in such fields now being performed by the Soil Conservation Service.
2. The Director of Finance, the Administrator of the Agricultural Research Administration, and the Administrator of the Agricultural Conservation and Adjustment Administration, are authorized and directed to confer and reach an agreement, subject to my approval, relating to the funds to be allotted to the Bureau of Plant Industry from the Soil Conservation Service appropriation for the fiscal year 1943, and the personnel, property, equipment, and records to be transferred from the Soil Conservation Service to the Bureau of Plant Industry, for the purpose of this order or for such augmentation of the service to be performed hereunder, as may be necessary to provide adequate service as required by the programs of the Soil Conservation Service.

Claude R. Wickard

Secretary

ORGANIZATION

Plant Industry, Bureau of Responsible for Soils Inspection and Correlation Work

Soils, Inspection and Correlation Work, Transfer of to BPI

Transfer of Soils Inspection and Correlation to BPI

ORGANIZATION 1 (20)

DEPARTMENT OF AGRICULTURE
WASHINGTON



June 28, 1942

MEMORANDUM FOR THE SECRETARY

Transfer of Soils Investigation and Correlation

In order to provide for placing the soils investigation and correlation work of this Department under a single direction and management, authority vested in the Secretary of Agriculture to "reorganize and direct all activities within the Department" (Section 1, Soil Conservation and Domestic Allotment Act, as amended, 16 U.S.C. 381, 382, 383), and to allow to such persons and offices of the Department as he may deem fit to perform such duties as may be assigned to them, I hereby direct the following steps to be taken, effective as of July 1, 1942.

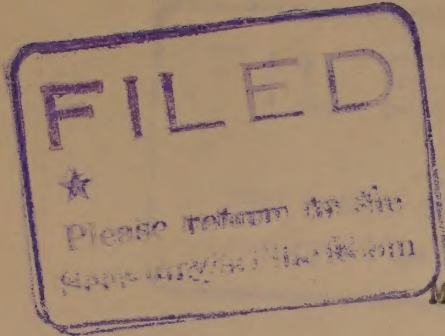
1. The Bureau of Plant Industry shall be fully responsible for all soils investigation and correlation work undertaken by the Department, including the work in such fields now being performed by the Soil Conservation Service.
2. The Director of Finance, the Administrator of the National Rural Research Administration, and the Administrator of the Agricultural Conservation and Adjustment Administration, are authorized and directed to confer and reach an agreement, subject to my approval, relating to the transfer to the Bureau of Plant Industry of the Soil Conservation Service personnel, property, equipment, and records to be transferred from the Soil Conservation Service to the Bureau of Plant Industry, for the purpose of this order on for assignment of the service to be performed hereunder, as may be necessary to provide the said service as required by the program of the Soil Conservation Service.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Ref. No. 2746
July 1, 1942

June 30, 1942



MEMORANDUM NO. 1020, SUPPLEMENT 1

Transfer of Soils Inspection and Correlation Work

Inasmuch as Memorandum No. 1020, of June 23, 1942, did not allow sufficient time to adjust all details in connection with the transfer of soils inspection and correlation work prior to the effective date of July 1, 1942, Memorandum No. 1020 is hereby amended by striking out "as of July 1, 1942," at the end of paragraph one, and adding the words "as soon as possible, but not later than August 1, 1942."

Claude R. Wickard
Secretary

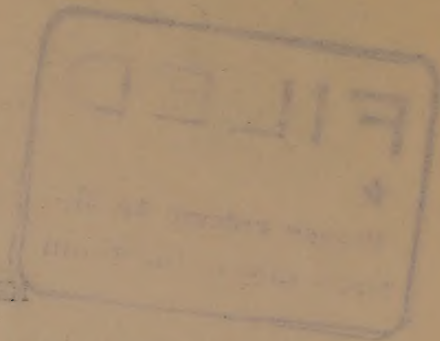
ORGANIZATION

Plant Industry, Bureau of Responsible for Soils
Inspection and Correlation Work

Soils, Inspection and Correlation Work, Transfer
of to BPI

Transfer of Soils Inspection and Correlation Work
to BPI

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



June 27, 1942

MEMORANDUM NO. 1030, SUPPLEMENT 1

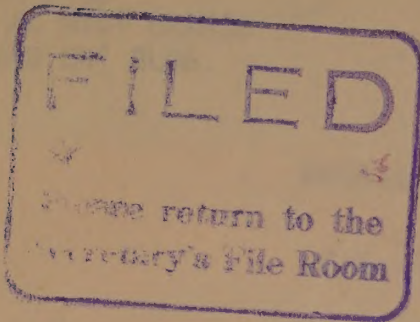
Transfer of Soils Inspection and Correlation Work

Inasmuch as Memorandum No. 1030, of June 23, 1942, did not allow sufficient time to adjust all details in connection with the transfer of soils inspection and correlation work prior to the effective date of July 1, 1942, Memorandum No. 1030 is hereby amended by striking out "as of July 1, 1942," at the end of paragraph one, and adding the words "as soon as possible, but not later than August 1, 1942."

Charles A. Wickard
Secretary

ORGANIZATION
Plant Industry, Bureau of Responsibility for Soils
Inspection and Correlation Work
Soils, Inspection and Correlation Work, Transfer
of to WPI
Transfer of Soils Inspection and Correlation Work
to WPI

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



Ref no. 1026
August 3, 1942
July 31, 1942

MEMORANDUM NO. 1020, SUPPLEMENT 2

Transfer of Soils Inspection and Correlation Work

The time limit set by Memorandum No. 1020, Supplement 1, for the transfer of soils inspection and correlation work, is hereby extended to September 1, 1942.

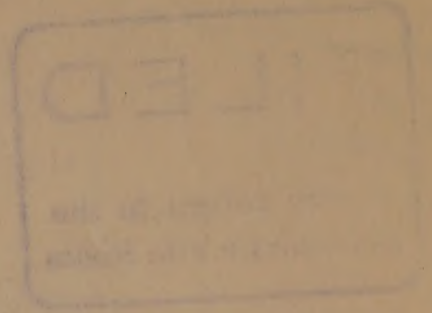
Claude R. Wickard
Secretary

ORGANIZATION

Plant Industry, Bureau of Responsible for Soils
Inspection and Correlation Work
Soils, Inspection and Correlation Work, Transfer
of BPI
Transfer of Soils Inspection and Correlation Work
to BPI

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM NO. 1020, SUPPLEMENT 2

Transfer of Soils Inspection and Correlation Work

The time limit set by Memorandum No. 1020, Supplement 1, for the transfer of soils inspection and correlation work, is hereby extended to September 1, 1942.

Secretary

ORGANIZATION
Plant Industry, Bureau of Resposables for Soils
Inspection and Correlation Work
Soils, Inspection and Correlation Work, Transfer
of FBI
Transfer of Soils Inspection and Correlation Work
to FBI

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

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August 26, 1981

SECRETARY'S MEMORANDUM 1020-1

USDA Policy Statement On Cooperatives

1 BACKGROUND

American Agriculture dramatically demonstrates the value of free and competitive enterprise.

The performance of U.S. farmers provides a plentiful food supply at home and is a major determining factor in our Nation's status abroad. Many countries around the world benefit generously from U.S. farmers' productivity.

Our extraordinary family farm system has been encouraged and supported as national policy. The centerpiece of that policy has been the ingenuity and energy of informed management decisions made by individual farmers in a system that uniquely allows farmers to earn financial awards for competent performance.

2 POLICY

As a farmer, I can state unequivocally that the most effective program is one that helps farmers help themselves -- with minimum government involvement. Congress saw the wisdom of this approach more than a half-century ago by passing two acts. These acts have never been amended -- a testimonial to how well they've served the public interest.

The Capper-Volstead Act of 1922 enables independent and geographically dispersed family farms to unite through cooperative businesses so they can compete in the marketplace. The Cooperative Marketing Act of 1926 formalized the Department's assistance to agricultural cooperatives.

Cooperatives are a sound approach toward improving farmers' self-sufficiency, decreasing their reliance on government, and helping to increase and strengthen the competitive private enterprise system. I intend to cast the Department in a strong policymaking

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August 26, 1981

role concerning any governmental legislation or regulation affecting agricultural cooperatives.

3 RESPONSIBILITIES

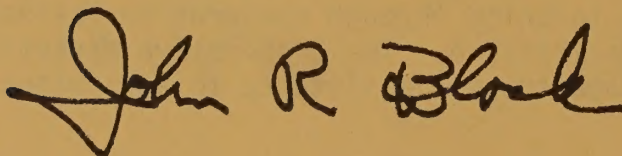
It is this Department's intent to meet fully the spirit and intent of laws and policy directives of Congress including:

- a Conducting a program of research and technical assistance in market dimensions that best serve cooperatives and the public interest;
- b Helping improve management practices so cooperatives become more effective in helping farm families increase their income from farming;
- c Supporting rural electric and telephone cooperatives in improving their overall financial strength, including loans and loan guarantees as necessary;
- d Providing field assistance to farmers and rural residents as needed to initiate self-help programs to increase farm income and quality of living; and
- e Carrying out an informational and educational program that communicates the benefits of cooperatives to farmers and provides a stewardship accounting to the general public.

I direct the administrators of all agencies to implement their programs in support of this policy to demonstrate the Department's broad commitment to assist agricultural cooperatives.

4 CANCELLATIONS

Secretary's Memorandum No. 1917 is hereby obsolete.

A handwritten signature in black ink, reading "John R. Block". The signature is fluid and cursive, with the first name "John" being the most prominent.

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 27, 1981

SECRETARY'S MEMORANDUM 1020-2

Establishment of Capper-Volstead Act Committee

1 PURPOSE

The purpose of this Memorandum is to assign responsibilities under section 2 of the Capper-Volstead Act (7 U.S.C. 292).

2 BACKGROUND

At present, the Assistant Secretary for Economics is delegated authority to identify cases of undue price enhancement by associations of producers and to issue complaints under section 2 of the Capper-Volstead Act. The Economic Research Service is delegated authority to conduct research and carry out other activities to support the Assistant Secretary in his responsibility.

It has been determined that the responsibility currently assigned to the Assistant Secretary for Economics would be better carried out by a Capper-Volstead Act Committee with assistance from agencies in the Department as appropriate.

3 ESTABLISHMENT OF COMMITTEE

There is hereby established the Capper-Volstead Act Committee composed of the Assistant Secretary for Economics as Chairman, with the General Counsel and the Assistant Secretary for Marketing and Inspection Services serving as members.

4 The Capper-Volstead Act Committee is delegated authority to identify cases of undue price enhancement by associations of producers and to issue complaints under section 2 of the Capper-Volstead Act (7 U.S.C. 292).

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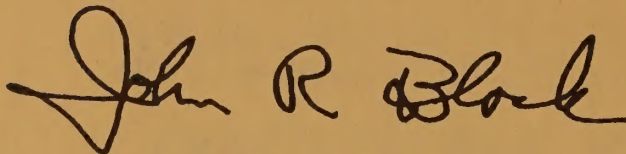
OPI: Research and Operations
Division, OGC

August 27, 1981

The Committee is authorized to call upon any agency of the Department for support in carrying out functions assigned to it.

5 TERMINATION

This Memorandum shall remain in effect for ninety days.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

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October 26, 1981

SECRETARY'S MEMORANDUM 1020-3

RURAL DEVELOPMENT COORDINATION

1 BACKGROUND AND PURPOSE

Over 10 years ago, the Agricultural Act of 1970 made rural development a major mission of the Department of Agriculture. The Rural Development Act of 1972 reinforced this mandate and directed the Secretary of Agriculture to provide executive branch leadership and coordination to a national rural development effort. The Rural Development Policy Act of 1980 restated these mandates and directed me to prepare a national rural development strategy and update it annually. In order to ensure an effective process for the development and implementation of the strategy and to carry out the other mandated rural development responsibilities, I have determined that a reorganization of the existing Department structure is required.

2 OFFICE ESTABLISHED

There is established an Office of Rural Development Policy to be headed by a Director who shall report to the Under Secretary for Small Community and Rural Development.

3 ASSIGNMENT OF RESPONSIBILITIES

The authority currently delegated to the Administrator, Farmers Home Administration, in 7 CFR 2.70(a)(15) through (a)(27) is hereby delegated to the Director, Office of Rural Development Policy. In addition, administration of Areawide Development Assistance Planning grants is transferred from the Administrator, Farmers Home Administration, to the Director, Office of Rural Development Policy.

4 INCIDENTAL TRANSFERS

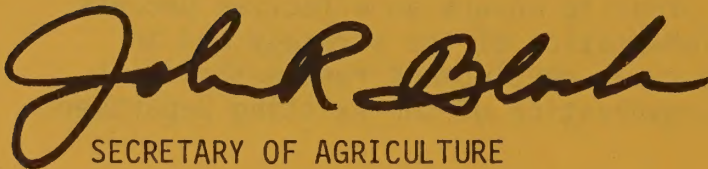
The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

5 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum remain in full force and effect.

6 TERMINATION

This Memorandum shall remain in effect for 90 days.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

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December 24, 1981

SECRETARY'S MEMORANDUM 1020-4

Establishment of the Office of Energy

1 BACKGROUND AND PURPOSE

The American agricultural community is one of the most productive in the world. It provides this country with an abundant supply of food, natural fibers and forest products. In addition, 40 percent of our agricultural land is devoted to production for export purposes. The agricultural industries require a large portion of this Nation's energy supply to produce, process and market their products. We need to assure them of a continual and affordable supply of energy so that they in turn can continue to provide for us.

In order to give added emphasis to the energy needs of the agricultural community, I am establishing an Office of Energy which will report to the Assistant Secretary for Economics.

The Office of Energy will serve as a focal point for all USDA energy and energy-related matters. The Office will coordinate Departmentwide energy policy and will review and evaluate all USDA energy and energy-related programs.

2 ACTIONS ORDERED

It is hereby ordered that all of the authorities, responsibilities and activities of the Office of Budget and Program Analysis relating to energy programs and policies be transferred to the Office of Energy.

3 ADMINISTRATIVE SUPPORT

All administrative support, with the exception of budget and fiscal support, for the Office of Energy will be provided by the Economics Management Staff. Budget and fiscal support will be provided by the Office of Operations and Finance.

December 24, 1981

4 INCIDENTAL TRANSFERS

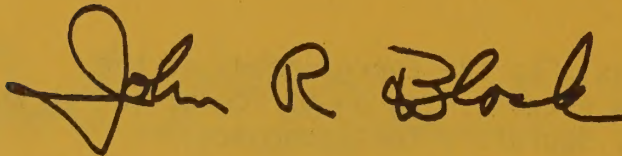
The Deputy Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.

5 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum remain in full force and effect.

6 TERMINATION

This Memorandum shall remain in effect for ninety days.

A handwritten signature in black ink, reading "John R. Block". The signature is fluid and cursive, with the first name "John" being the most prominent.

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 26, 1984

SECRETARY'S MEMORANDUM 1020-4

TRANSFER OF HIGHER EDUCATION PROGRAM

1 BACKGROUND AND PURPOSE

The Office of Higher Education Programs, Agricultural Research Service, has the responsibility for administering:

- a The appropriation for the endowment and maintenance of colleges for the benefit of agriculture and the mechanic arts (7 U.S.C. 321-326a);
- b Teaching funds authorized under Section 22 of the Bankhead Jones Act, as amended (7 U.S.C. 329); and
- c Higher education programs in the food and agricultural sciences, including grants to colleges and universities (7 U.S.C. 3152).

The Office of Grants and Program Systems has the responsibility for administering the competitive grants program (7 U.S.C. 450i(b)), as well as assisting in the administration of grants under 7 U.S.C. 3152.

It has been determined that the Office of Grants and Program Systems should assume full responsibility for the activities currently performed by the Office of Higher Education Programs, Agricultural Research Service. Accordingly, this memorandum transfers the function performed by the Office of Higher Education Programs to the Office of Grants and Program Systems.

2 INCIDENTAL TRANSFERS

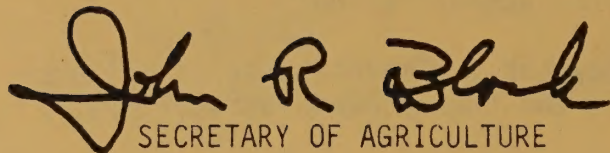
The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, authority, space, records, property, and incidentals as may be necessary to implement the provisions of this memorandum.

3 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not in conflict with the provisions of this memorandum remain in full force and effect.

4 EFFECTIVE DATE

The transfers ordered by this memorandum shall be effective on October 1, 1984, and this memorandum shall remain in effect for 90 days.


SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

USDA ESS NED
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

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February 19, 1982

SECRETARY'S MEMORANDUM 1020-5

TRANSFER OF LAW LIBRARY

1 BACKGROUND AND PURPOSE

Prior to 1942, the Law Library was a part of the Office of the Solicitor. In 1942 it was consolidated with other library units of the Department into the Department Library by Order of the President. Although the President's Order terminated six months after the end of World War II, the Law Library remained a part of the Department Library, and then the National Agricultural Library.

Although the Law Library performs a valuable service for employees of all agencies of the Department as well as the general public, its main purpose is to support the activities of the Office of the General Counsel. It has therefore been determined that the Law Library should be under the supervision of the General Counsel. Accordingly, this Memorandum orders the transfer of the Law Library from the National Agricultural Library to the General Counsel.

2 ACTIONS ORDERED

Effective immediately, the Law Library and its functions are transferred from the National Agricultural Library to the Office of the General Counsel.

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.

4 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum

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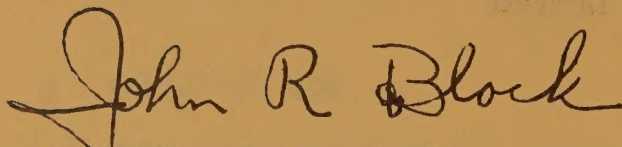
OPI: OGC

February 19, 1982

remain in full force and effect.

5 TERMINATION

This Memorandum shall remain in effect for ninety days.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

EMS NED
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

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June 15, 1982

SECRETARY'S MEMORANDUM 1020-6

Establishment of Economic Analysis Staff

1 BACKGROUND AND PURPOSE

The Assistant Secretary for Economics has been delegated the authority to coordinate all economic analysis and to review all decisions in the U.S. Department of Agriculture which involve substantial economic policy implications. The economic and statistical analyses to support the Assistant Secretary in this responsibility are provided by the agencies which report to him, with additional involvement as may be required of other agencies of the Department. In order to ensure that the Assistant Secretary is provided comprehensive data and analyses to support economic policy review and appraisal, I am establishing an Economic Analysis Staff to report to the Assistant Secretary for Economics.

2 ASSIGNMENT OF RESPONSIBILITIES

The Economic Analysis Staff will advise and assist the Assistant Secretary for Economics in fulfilling his responsibility for economic policy review and appraisal in the Department of Agriculture. Functions of the Staff will be to coordinate and perform economic policy analysis in program areas crossing organizational lines; to counsel the Assistant Secretary in the development of short - and intermediate-range economic policy and programs consistent with the long-range program plans of the Department; to analyze the economic policy implications of major legislative proposals; and to represent the Assistant Secretary in contacts with associations of producers, manufacturers, and consumers to discuss the economic impact of existing and proposed Departmental policies and programs.

3 ADMINISTRATIVE SUPPORT

All administrative support, with the exception of fiscal accounting, for the Economic Analysis Staff will be provided by the Economics

June 15, 1982

Management Staff. Fiscal accounting will be provided by the Office of Administrative Systems.

4 INCIDENTAL TRANSFERS

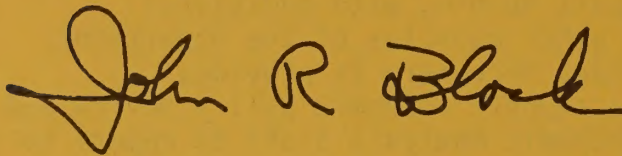
The Deputy Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this memorandum.

5 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of the Memorandum remain in full force and effect.

6 TERMINATION

This memorandum shall remain in effect for ninety days.

A handwritten signature in dark ink, reading "John R. Block". The signature is fluid and cursive, with the first name "John" being the most prominent.

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 12, 1982

SECRETARY'S MEMORANDUM 1020-7

Transfer of Indian Affairs Desk

1. BACKGROUND AND PURPOSE

The "Indian Desk" has the responsibility for the coordination of all USDA activities involving assistance available to American Indians and exerting positive efforts to bring such Department activities to the attention of American Indians. In order to strengthen the effectiveness and coordination of Indian Affairs matters, the "Indian Desk" is transferred from the Under Secretary for Small Community and Rural Development to the Office of Governmental and Public Affairs.

2. ASSIGNMENTS AND RESPONSIBILITIES

The authority currently delegated to the Under Secretary for Small Community and Rural Development in 7 CFR 2.23 (f) is hereby delegated to the Assistant Secretary for Governmental and Public Affairs.

3. INCIDENTAL TRANSFERS

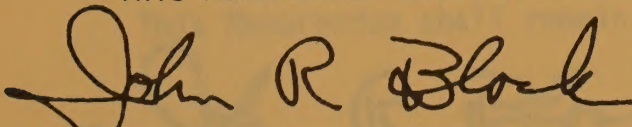
The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.

4. EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations and other directives not in conflict with the provisions of this Memorandum remain in full force and effect.

5. SPECIAL INSTRUCTIONS

This Memorandum shall remain in effect for ninety days.



SECRETARY OF AGRICULTURE

DISTRIBUTION: 10

OPI: GPA

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 15, 1964

SECRETARY'S MEMORANDUM

Transfer of Indian Affairs Desk

WALKER, RICHARD AND PURNOS

The "Indian Desk" has the responsibility for the coordination of all USA activities involving assistance available to American Indians and exerting positive efforts to bring such Department activities to the attention of American Indians. In order to strengthen the effectiveness and coordination of Indian Affairs matters, the "Indian Desk" is transferred from the Under Secretary for Small Community and Rural Development to the Office of Governmental and Public Affairs.

2. ASSIGNMENTS AND RESPONSIBILITIES

The authority currently delegated to the Under Secretary for Small Community and Rural Development in 7 CFR 2.23 (f) is hereby delegated to the Assistant Secretary for Governmental and Public Affairs.

3. INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.

4. EXISTING DIRECTIVES

Other delegations of authority, administrative regulations and other directives not in conflict with the provisions of this Memorandum remain in full force and effect.

5. SPECIAL INSTRUCTIONS

This Memorandum shall remain in effect for ninety days.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 13, 1983

SECRETARY'S MEMORANDUM 1020-8

TRANSFER OF CONGRESSIONAL TESTIMONY RESPONSIBILITIES

1. BACKGROUND AND PURPOSE

The responsibility for coordinating and tracking the development of Congressional testimony by Department witnesses has been with the Office of the General Counsel. In order to strengthen the effectiveness and coordination of this function, the Congressional testimony responsibilities are transferred from the General Counsel to the Assistant Secretary for Governmental and Public Affairs.

2. ASSIGNMENTS AND RESPONSIBILITIES

The Congressional Affairs staff of the Office of Governmental and Public Affairs will advise, assist, coordinate and track the development of Congressional testimony by Department witnesses.

3. INCIDENTAL TRANSFER

The Deputy Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.

4. EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations and other directives not in conflict with the provisions of this Memorandum remain in full force and effect.

5. SPECIAL INSTRUCTIONS

This Memorandum shall remain in effect for ninety days.


SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 17, 1951

100-1

SECRETARY'S MEMORANDUM

TRANSFER OF OPERATIONAL CONTROL TO REGIONAL OFFICES

I. SUMMARY AND PURPOSE

The purpose of this memorandum is to recommend the transfer of operational control of the various regional offices to the regional offices themselves, effective January 1, 1951. This transfer is being recommended in order to decentralize the operations of the Department and to enable the regional offices to handle their own affairs more efficiently and effectively.

II. BACKGROUND AND JUSTIFICATION

The Department has been operating on a centralized basis since its inception. This has resulted in a number of difficulties, including a lack of flexibility and a delay in the handling of regional matters. It is recommended that the Department be reorganized so that the regional offices are given the authority to handle their own affairs.

III. RECOMMENDATION

It is recommended that the Department be reorganized so that the regional offices are given the authority to handle their own affairs. This reorganization should be completed by January 1, 1951. The Department should be divided into three main divisions: the Office of the Secretary, the Office of the Assistant Secretary, and the Office of the Regional Director.

IV. CONCLUSION

The transfer of operational control to the regional offices is a necessary step in the decentralization of the Department. It will enable the regional offices to handle their own affairs more efficiently and effectively, and it will result in a more flexible and responsive Department.

V. ACTION REQUIRED

The Department should be reorganized so that the regional offices are given the authority to handle their own affairs, effective January 1, 1951.

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 14, 1983

1020-9
SECRETARY'S MEMORANDUM

Transfer of Information Collection Responsibilities

1 PURPOSE

This memorandum announces a transfer of functions from the Statistical Reporting Service to the Office of Information Resources Management. This transfer is in accordance with P.L. 96-511 which assigns responsibility for public information collection activities to the USDA Senior Official for Information Resource Management.

2 ACTIONS ORDERED

Effective immediately, the authorities, responsibilities, and functions currently delegated to the Assistant Secretary for Economics in regard to reports clearance, recordkeeping, and the Information Collection Budget are now transferred to the Assistant Secretary for Administration. The Assistant Secretary for Administration delegates this responsibility to the Office of Information Resources Management.

3 RESPONSIBILITIES

The Office of Information Resources Management will be responsible for:

- (a) Development of policy and procedure related to the information collection and recordkeeping requirements originating in the Department and requiring OMB approval.
- (b) The review, coordination, and oversight of clearance and approval of the Department's Information Collection Budget and recordkeeping activities.

- (c) Development and coordination of Department policy and procedures concerning metrication, and liaison with other agencies and organizations as defined in 1 AR 786 (5/1/79). These functions will be reviewed by the Office of Information Resources Management and may be transferred to a more appropriate location later.

4 INCIDENTAL TRANSFERS

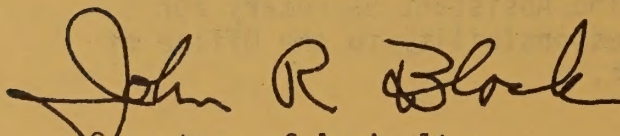
The Assistant Secretary for Administration; the Director, Office of Budget and Program Analysis; and the Assistant Secretary for Economics are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this memorandum.

5 EXISTING DIRECTIVES

Prior delegations of authority and other directives not inconsistent with this memorandum will remain in full force and effect.

6 TERMINATION

This memorandum shall remain in effect for 90 days.


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 1, 1983

SECRETARY'S MEMORANDUM 1020-10

Transfer of University Affairs Function

1 BACKGROUND AND PURPOSE

The University Affairs Staff of the Office of Equal Opportunity (OEO) was established in 1979 to coordinate and provide leadership to Departmental efforts to further the participation of minority colleges and universities in Departmental programs and activities, and to monitor USDA agency compliance with Departmental policy as it affects these programs and activities.

The responsibilities for program development of the University Affairs function were transferred from OEO to the Agricultural Research Service (ARS) in September 1982. Effective August 7, 1983, I am ordering the transfer of the University Affairs function to the Office of Grants and Program Systems (OGPS). The transfer of the University Affairs function will allow the Department to best address the programs of higher education initiatives for historically Black colleges and universities.

The Office of Equal Opportunity will continue compliance functions including monitoring agency activities, evaluating the effectiveness of Departmental programs, reporting on USDA program outcomes and other activities which encompass Departmentwide compliance efforts in support of minority colleges and universities.

2 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, authorization, assigned staff, and records as may be necessary to implement the provisions of this memorandum.

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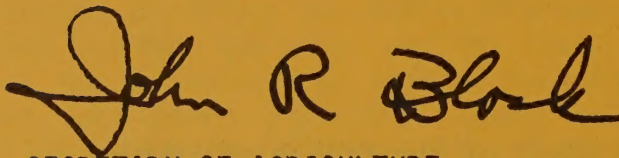
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August 1, 1983

3 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not in conflict with the provisions of this memorandum remain in full force and effect.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

EMS NED
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

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August 31, 1983

SECRETARY'S MEMORANDUM 1020-11

Transfer of Diagnostic Activities at PIADC

1 BACKGROUND AND PURPOSE

The Plum Island Animal Disease Center (PIADC) is a diagnostic and research facility devoted to preventing foreign diseases of animals from endangering the livestock population of the United States. It is responsible for:

- a Developing diagnostic capabilities for animal diseases that are foreign to the United States;
- b Conducting a wide range of research endeavors on the causative agents of these diseases; and
- c Developing procedures for the safe importation of animals and animal products.

A Task Force was established to study and recommend the method of implementing the recommendations of the Research and Diagnostic Committee appointed by the Agricultural Research Service (ARS) and Animal and Plant Health Inspection Service (APHIS) to transfer the diagnostic responsibilities, training, and other service related activities from ARS to APHIS.

The primary mission of ARS is to conduct problem-oriented research. The facilities of the PIADC are designed to work with exotic animal diseases, some of which can only be worked with on Plum Island because of legal limitations. For these reasons the responsibility for diagnoses of foreign animal diseases was assigned to ARS in 1957 when the facility began operations.

The primary role in research has been compromised at times by demands of the needs for diagnostic services and training responsibilities. This has created an increased burden in recent years, due to a stronger emphasis on import demands for animal products and livestock. The committee concluded that assignment of the diagnostic services and related activities to APHIS at the PIADC could alleviate some administrative problems and provide working assignments more appropriate to the mission

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August 31, 1983

responsibilities of the two agencies.

2 CHANGES ORDERED

Based on the Task Force's recommendations I am ordering the transfer of the PIADC diagnostic services and related activities from ARS to APHIS. All those functions, authorizations, and responsibilities currently delegated to or exercised by or through the Administrator of ARS, as related to diagnostic and related services at PIADC, are ordered transferred to the Administrator, APHIS, together with such personnel, funds, ceilings, space, equipment, property, records, and other resources as are available for the effective performance of these activities.

3 IMPLEMENTATION

The implementation of the ordered changes shall begin October 1, 1983. The Administrators of ARS and APHIS shall take such actions as are necessary to see that the ordered changes are implemented in an expeditious manner in conformance with paragraph 6 of this memorandum.

4 INCIDENTAL TRANSFERS

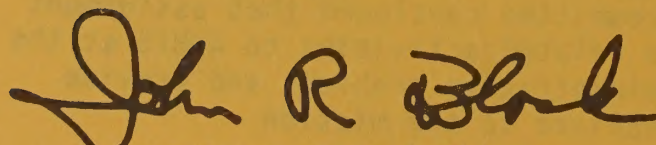
The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, personnel, employment, authority, space, records, property, and incidentals as may be necessary to implement the provisions of this memorandum.

5 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not in conflict with the provisions of this memorandum remain in full force and effect.

6 EFFECTIVE DATE

The changes ordered by this memorandum shall be effective October 1, 1983, and this memorandum shall remain in effect for 90 days.



John R. Block
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 30, 1983

SECRETARY'S MEMORANDUM 1020-12

**ABOLISHMENT OF THE OFFICE OF ADMINISTRATIVE SYSTEMS,
REORGANIZATION OF THE OFFICE OF FINANCE AND MANAGEMENT**

1 BACKGROUND AND PURPOSE

The Department places a high priority on management improvement, especially in the areas of administrative systems and efficient, cost-effective delivery of program support services. In light of Departmental and Governmentwide initiatives in these areas, it has become clear that the management of USDA will be enhanced by integrating the operations of the National Finance Center with the financial management and management improvement functions of the Office of Finance and Management. To accomplish this integration, the Office of Administrative Systems is being abolished and the Office of Finance and Management is being reorganized to incorporate direction and management of the National Finance Center.

2 ACTIONS ORDERED

- a It is hereby ordered that all the authorities, responsibilities, functions, and personnel assigned to the Office of Administrative Systems are transferred to the Office of Finance and Management.
- b The Office of Administrative Systems is hereby abolished.

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director of the Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this memorandum.

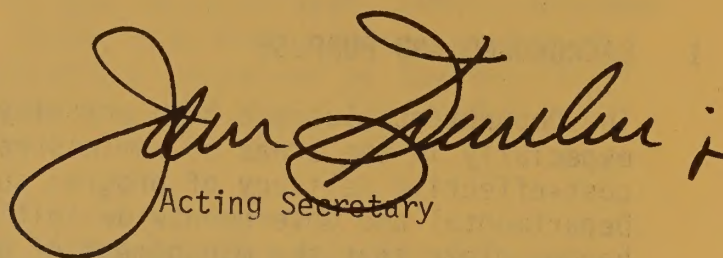
September 30, 1983

4 EFFECTIVE DATE

The changes ordered by this Memorandum shall be effective October 1, 1983.

5 TERMINATION

This Memorandum shall remain in effect for ninety days.


Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 14, 1983

SECRETARY'S MEMORANDUM 1020-13

Transfer of Food and Nutrition Information Staff

1 PURPOSE

This Secretary's Memorandum transfers the Food and Nutrition Information Staff (FNIS) from the Human Nutrition Information Service (HNIS) to the National Agricultural Library.

2 ACTIONS ORDERED

It is hereby ordered that all the authorities, responsibilities and functions assigned to the Food and Nutrition Information Staff are transferred from the Human Nutrition Information Service to the National Agricultural Library.

3 RESPONSIBILITIES

The authorities currently delegated to the Assistant Secretary for Food and Consumer Services and the Administrator, Human Nutrition Information Service in 7 CFR 2.15(b)(4) and 2.92(a)(4), respectively, are hereby transferred to the Assistant Secretary for Science and Education and the Director, National Agricultural Library, respectively.

4 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this memorandum.

5 EFFECTIVE DATE

The changes ordered by this memorandum shall be effective immediately.

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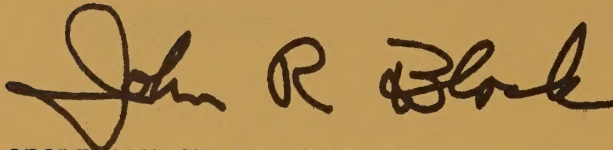
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CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

October 14, 1983

6 EXISTING DIRECTIVES

The Delegations of Authority provided in this Memorandum will remain in effect for 90 days, or until such earlier time as they are published in the Federal Register.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 5, 1984

SECRETARY'S MEMORANDUM 1020-14

"Ag in the Classroom"

1 PURPOSE

The purpose of this memorandum is to assign administrative responsibility for the "Ag in the Classroom" program to the Assistant Secretary for Science and Education. This program has been established to educate, inform and bring about a better understanding of American agriculture among the Nation's young people. Through the cooperation of the private sector, USDA's Office of Governmental and Public Affairs and the Assistant to the Secretary for Public Liaison have nurtured and developed this program. Now, it is deemed in the best interest of USDA to establish a permanent "Ag in the Classroom" program, in an agency reporting to the Assistant Secretary for Science and Education.

2 BACKGROUND

Agriculture impacts the lives of all Americans. In addition to providing an abundant, wholesome food supply, agriculture is responsible for 23 million jobs for Americans and 20 percent of the Gross National Product. Also, agriculture is the Nation's largest industry, and the only one providing a surplus in the balance of trade. Thus, agriculture's impact on all Americans, the Nation's economy, and its significance in helping to feed the world, are great. However, the majority of Americans no longer have the close tie to the farm that was common a generation or more ago. They don't realize how important agriculture is to their well-being and to that of the entire country. Yet, they will be making decisions that affect agriculture -- as consumers, as voters, as elected officials, and in jobs related to agriculture. In order to bring about a better appreciation and understanding of agriculture, USDA established "Ag in the Classroom." It is a program which encourages agriculture education from kindergarten through 12th grade by working with parents, teachers, administrators, curriculum developers and others. With a limited staff and a limited budget, USDA has provided program guidance leading to "Ag in the Classroom" projects in more than 30 states. By consolidating Federal administrative and program functions within a single agency, USDA will be able to develop further and expand the program to achieve even greater success.

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April 5, 1984

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

3 ORGANIZATION

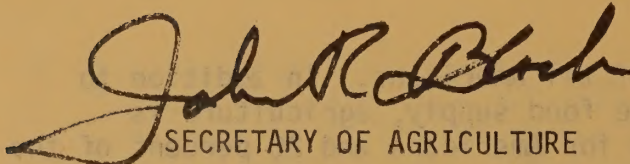
The Assistant Secretary for Science and Education shall designate an agency reporting to him to administer this program. The Office of Governmental and Public Affairs shall continue to provide program support in cooperation with the agency to which the program is assigned. The Assistant to the Secretary for Public Liaison will continue to provide advice and counsel as to the future direction of the program.

4 OPERATIONS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this memorandum.

5 EFFECTIVE DATE

The provisions of this memorandum shall be effective immediately.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

May 11, 1984

SECRETARY'S MEMORANDUM 1020-15

Transfer of Warehouse Function

1 BACKGROUND AND PURPOSE

The Department has responsibility under the United States Warehouse Act (USWA) and the Commodity Credit Corporation Charter Act to provide examination and oversight of the warehouse industry. These responsibilities include licensing under the USWA and administering CCC storage contracts. The warehouse industry and State governments have evolved over the years so that many State regulatory organizations and USDA are performing duplicate functions. This is costly to both the industry and the Government. In order to strengthen and improve the effectiveness of warehouse functions, to reduce cost and to eliminate duplication, the warehousing functions and licensing authority within USDA will be transferred from the Assistant Secretary for Marketing and Inspection Services to the Under Secretary for International Affairs and Commodity Programs.

2 ASSIGNMENTS AND RESPONSIBILITIES

The authority to examine and oversee the warehouse industry, currently delegated to the Assistant Secretary for Marketing and Inspection Services and the Agricultural Marketing Service, is hereby delegated to the Under Secretary for International Affairs and Commodity Programs and the Agricultural Stabilization and Conservation Service.

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this memorandum.

4 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations and other directives not in conflict with the provisions of this

May 11, 1984

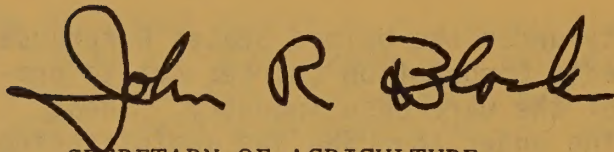
memorandum remain in full force and effect.

5 EFFECTIVE DATE

The changes ordered by this memorandum shall be effective May 13, 1984.

6 TERMINATION

This memorandum shall remain in effect for ninety days.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 9, 1985

SECRETARY'S MEMORANDUM 1020-16

Transfer of Traffic Management Program

1 BACKGROUND AND PURPOSE

The Traffic Management Branch, Transportation and Storage Division, Agricultural Stabilization and Conservation Service, has the responsibility for:

- a Developing and recommending policies and programs for inland transportation with respect to USDA and Commodity Credit Corporation (CCC)-owned commodities under USDA programs and those in which USDA participates;
- b Analyzing freight proposals covering rates, rules, and regulations pertaining to USDA-CCC shipments;
- c Recommending revisions of current procedures and contract provisions through review and analysis of operation and operating methods;
- d Providing technical advice and assistance to USDA agencies for the purpose of coordinating activities and resolving problems;
- e Maintaining the Department Tariff Library;
- f Providing transportation rates and accessorial charges of various commodities to USDA agencies for program development and evaluation; and,
- g Providing liaison with the trade and with other interested groups.

The Office of Transportation has the responsibility to coordinate all transportation policy for USDA. It is responsible for representing the interests of agriculture and rural communities in the United States in order to ensure the availability of an adequate, efficient, and economical transportation system, domestically and internationally, to meet the needs of agriculture and rural development in the United States.

To further strengthen the Department's ability to effectively manage its transportation responsibilities, the traffic management program should be part of the Office of Transportation. Accordingly, this memorandum transfers the branch now performing this function from the Transportation and Storage Division of the Agricultural Stabilization and Conservation Service to the Office of Transportation.

2 INCIDENTAL TRANSFERS

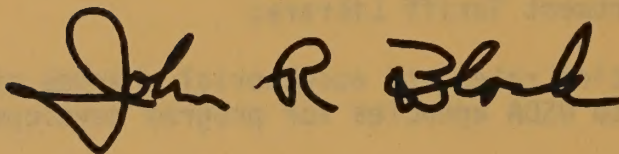
The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, personnel, authority, space, records, property, and incidentals as may be necessary to implement the provisions of this memorandum.

3 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not in conflict with the provisions of this memorandum remain in full force and effect.

4 EFFECTIVE DATE

The transfers ordered by this memorandum shall be effective on December 23, 1984, and this memorandum shall remain in effect for 90 days.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

May 6, 1985

SECRETARY'S MEMORANDUM 1020-18

TRANSFER OF THE EMERGENCY PREPAREDNESS PROGRAM

1 BACKGROUND AND PURPOSE

The Office of Intergovernmental Affairs of the Office of Governmental and Public Affairs is responsible for directing the defense program of the Department. This requires the coordination of Departmental natural disaster program operations and liaison with other Executive Departments and Congress in disaster matters.

In order to improve coordination with Departmental staff offices having responsibility for communications, records, personnel security and facilities, this Memorandum orders the transfer of Emergency Preparedness functions to the Office of Personnel.

2 ACTIONS ORDERED

Effective March 31, 1985, the Emergency Preparedness functions are transferred from the Office of Governmental and Public Affairs to the Office of Personnel.

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfer of personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.

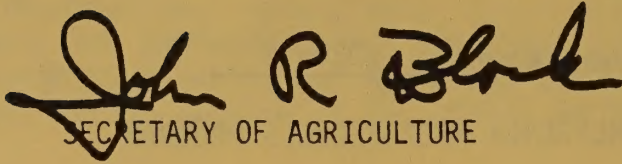
4 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations and other directives not inconsistent with the provisions of this Memorandum remain in full force and effect.

May 6, 1985

5 TERMINATION

This Memorandum shall remain in effect for ninety days.


SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 19, 1986

SECRETARY'S MEMORANDUM 1020-22

Assignment of Security Responsibilities

1 PURPOSE

This memorandum identifies responsibilities for security activities by specified offices in the Department of Agriculture.

2 DEFINITION

Security is defined as the measures taken to safeguard personnel, to prevent unauthorized access to facilities, equipment, material, and information, and to safeguard these physical assets against damage, theft, and unauthorized use.

3 POLICY

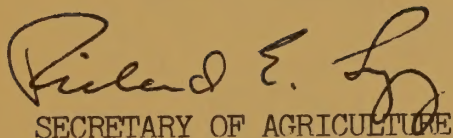
- a The policy of this Department is to have a strong security system in all areas of operations. This includes coordination among the agencies and staff offices having responsibility for developing or monitoring security programs.
- b All managers and employees have a positive duty to conserve and protect Government property.

4 RESPONSIBILITIES

- a The Inspector General will:
 - (1) Issue department policies, procedures, and guidelines for security of physical facilities, self-protection, and warden systems.
 - (2) Procure and administer guard contract for the D.C. Complex.
 - (3) Provide physical protection for the Secretary.

- (4) Audit the application of Departmental security policies and investigate alleged misuses of information and property, except national security information violations.
- b Assistant Secretary for Governmental and Public Affairs will:
 - Develop Freedom of Information Act and Privacy Act policies, and issue the annual reports.
- c Assistant Secretary for Administration will develop policy and administer security through the following staff offices:
 - (1) Office of Finance and Management
 - (a) Issue departmental safety and occupational health policies, which includes fire prevention/protection.
 - (b) Develop guidelines to control cash and other negotiable instruments.
 - (2) Office of Information Resources Management
 - (a) Develop and issue standards, guidelines, and procedures for physical protection of data processing facilities.
 - (b) Develop and issue policies, procedures, and guidelines to protect automated information resources.
 - (c) Develop telecommunications security policies.
 - (3) Office of Operations
 - (a) Support the Office of Inspector General in the implementation of Department policies, procedures, and guidelines to safeguard USDA's real property, which includes maintaining the fire/safety systems and lock systems in the DC Complex.
 - (b) Issue Departmental policies, procedures, and guidelines to safeguard USDA's personal property.

- (4) Office of Personnel
 - (a) Manage emergency preparedness activities.
 - (b) Manage personnel security clearance process.
 - (c) Develop policies and procedures to safeguard classified and Official Use Only information.
- d The Secretary of Agriculture will make final determinations to:
 - (1) Separate employees for national security reasons, or restore employees after suspension for national security reasons.
 - (2) Issue temporary certificates to occupy sensitive positions.


SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 9, 1986

SECRETARY'S MEMORANDUM 1020-25

Mission Statement for the National Agricultural Library

1 PURPOSE

This memorandum provides a statement of the guiding purpose and role of the National Agricultural Library.

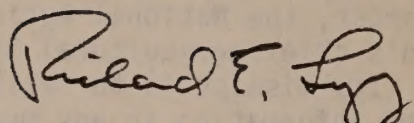
2 MISSION STATEMENT

The Department of Agriculture was established by the Act of May 15, 1862, as amended (the Organic Act of 1862), which sets forth a mission, "to acquire and to diffuse among the people of the United States useful information on subjects connected with agriculture, rural development, aquaculture, and human nutrition in the most general and comprehensive sense of those terms," and places upon the Secretary the responsibility to "procure and preserve all information concerning agriculture, rural development, aquaculture, and human nutrition, which he can obtain by means of books..." In carrying out this Departmental charter, the National Agricultural Library (NAL) serves as the Nation's chief agricultural library information resource and service. Its mission is to facilitate access to and utilization of needed information in any medium by agricultural researchers, regulators, educators, and extension personnel; those employed in agriculture; those living in rural areas and communities; consumers of agricultural products; and the public at large, insofar as they need agricultural information. As a national library, it develops and provides agricultural information products and services not only to agencies of the USDA and the Federal government, but to public and private organizations and individuals as well. The NAL coordinates a national network of public and private agricultural libraries and information centers, especially with libraries of the land-grant colleges and universities, and other state supported colleges and universities with agriculturally related programs, other public organizations, and industry and other private sector organizations.

The NAL ensures the acquisition, organization (including cataloging and indexing), management, preservation, accessibility, and diffusion of information in all phases of the food and agricultural sciences, as defined in section 1404(8) of the National Agricultural

Research, Extension and Teaching Policy Act of 1977, as amended. A significant part of this mission is the development and coordination of a national agricultural science library information network. The NAL provides leadership for the management of agricultural information resources through products and services, including bibliographies, loans, photocopies, microforms, structured agricultural thesaurus, computerized data base repositories, indexing of agricultural information, and personal reference services including on-line computerized literature searches. NAL works closely with other agencies in the Department, coordinates closely with the National Library of Medicine (NLM) and Library of Congress (LC), and cooperates with other groups in both the public and private sectors, to ensure that the results of research and other types of agricultural information are rapidly disseminated to the ultimate user. NAL promotes the use of modern technology in support of library and information activities.

The NAL provides a leadership role in U.S. participation in international agricultural library and information systems and in efforts to promote worldwide availability of agricultural information. In addition, the NAL serves as the Nation's major source of agricultural information received from and relayed to other countries, as the agricultural information liaison to international organizations and organizations outside of the United States, and as the U.S. agricultural representative in the setting of library and information standards internationally.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 1, 1986

SECRETARY'S MEMORANDUM 1020-26

ABOLISHMENT OF OFFICE OF GRANTS AND PROGRAM SYSTEMS

1 BACKGROUND AND PURPOSE

The Office of Grants and Program Systems (OGPS) administers programs of competitive grants for research in the food and agricultural sciences, programs in higher education, and the Small Business Innovation Research Program. This agency also provides management support services to other agencies for the administration of various agricultural research grants. Funding for OGPS activities has been provided by the Cooperative State Research Service (CSRS) which also administers extramural agricultural research programs involving many of the same participants. These agencies share office space and administrative support; and they enjoy a close working relationship. In order to streamline the organizational structure of the Department and to consolidate the nationwide system of agricultural research program planning and coordination among the Department of Agriculture, the state institutions, and the agricultural industry, I have determined that a reorganization of the existing Departmental structure is required.

2 ACTIONS ORDERED

It is hereby ordered that all of the authorities, responsibilities and activities of OGPS are transferred to CSRS. OGPS is abolished.

3 ASSIGNMENT OF RESPONSIBILITIES

The authority currently delegated in 7 CFR 2.110 to the Administrator of OGPS is hereby delegated to the Administrator of CSRS.

4 INCIDENTAL TRANSFERS

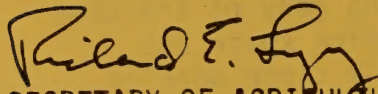
The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, authorization, assigned staff and records as may be necessary to implement the provisions of this memorandum.

5 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not in conflict with the provisions of this memorandum remain in full force and effect.

6 EFFECTIVE DATE

The transfers ordered by this memorandum shall be effective immediately. This memorandum shall remain in effect for 90 days.


SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 7 1987

SECRETARY'S MEMORANDUM

1020-29

COORDINATION OF USDA BIOTECHNOLOGY FUNCTIONS

1 BACKGROUND AND PURPOSE

The U.S. Department of Agriculture (USDA) recognizes that the science of biotechnology holds great promise for improving the quality and availability of our food and fiber supplies, maintaining our position in the international marketplace, and enhancing our natural resources. In order to assure program coordination and operational efficiency, Secretary's Memorandum 1020-27, dated July 14, 1986, established the Office of Agricultural Biotechnology (OAB). The purpose of this Memorandum is to place direct responsibility for the coordination of USDA biotechnology programs in the Deputy Secretary of Agriculture and to provide that, henceforth, the Director of the OAB will report to the Deputy Secretary.

It continues to be the policy of USDA to encourage and support the responsible development and utilization of beneficial products of modern biotechnology consistent with the protection of public safety and the environment. The actions directed herein are deemed to be in the best interests of the public and USDA.

2 ACTIONS ORDERED

The Office of Agricultural Biotechnology will continue to have the primary responsibility for coordinating the Department's policies and procedures pertaining to all facets of agricultural biotechnology. Effective immediately, the Director of the OAB will report to the Deputy Secretary.

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, records, property, space, and personnel as are necessary to effectuate this Memorandum.

December 7, 1987

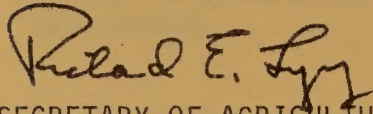
UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

4 EXISTING DIRECTIVES

This Memorandum replaces Secretary's Memorandum 1020-27, dated July 14, 1986. Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum will remain in full force and effect.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 23, 1987

SECRETARY'S MEMORANDUM 1020-30

TRANSFER OF FUNCTIONS:
ASSISTANT SECRETARY FOR NATURAL RESOURCES AND ENVIRONMENT

1 BACKGROUND AND PURPOSE

In House Joint Resolution 395, making further continuing appropriations for the fiscal year ending September 30, 1988, enacted by the Congress and signed by the President on December 22, 1987, the Congress directed that no funding be provided for the Office of the Assistant Secretary for Natural Resources and Environment, and that I assume direct responsibility for supervision of the Forest Service and the Soil Conservation Service. The Congress likewise directed that funding be provided for a new Office of the Assistant Secretary for Special Services, but prohibited performance by the Assistant Secretary in that Office of any supervisory duties regarding the activities of the two named agencies or of USDA natural resources and environment activities generally. The purpose of this Memorandum is to take all necessary steps to comply with those directives.

2 ACTIONS ORDERED

Effective immediately, the following actions are ordered:

- a The Office of the Assistant Secretary for Natural Resources and Environment is hereby abolished.
- b All duties and responsibilities formerly delegated to and performed by the Assistant Secretary for Natural Resources and Environment, which constitute supervision of the Forest Service, the Soil Conservation Service, or USDA natural resources and environment activities, will henceforth be performed by me directly with such advice and assistance as I may require from members of my personal staff and other USDA officials and employees.

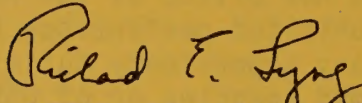
- c The Office of the Assistant Secretary for Special Services is hereby established. The Assistant Secretary for Special Services shall serve in an advisory capacity in the immediate Office of the Secretary, and shall perform such duties and responsibilities as may from time to time be assigned. All staff personnel formerly assigned to the Assistant Secretary for Natural Resources and Environment are hereby transferred to the Office of the Assistant Secretary for Special Services.

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, records, property, space, and personnel as are necessary to effectuate the actions ordered in this Memorandum.

4 EXISTING DIRECTIVES

All USDA regulations, prior delegations of authority, and other directives not inconsistent with the provisions of this Memorandum will remain in full force and effect.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 7, 1988

SECRETARY'S MEMORANDUM 1020-31

ASSIGNMENT OF FUNCTIONS
ASSISTANT SECRETARY FOR NATURAL RESOURCES AND ENVIRONMENT

1 BACKGROUND AND PURPOSE

In the Rural Development, Agriculture, and Related Agencies Appropriations Act, 1989, Pub. L. No. 100-460, approved October 1, 1988, the Congress authorized the establishment of and provided appropriations for two new Offices within the Department of Agriculture -- an Office of the Assistant to the Secretary for Natural Resources and Environment, and an Office of the Assistant to the Secretary for Special Services. The purpose of this memorandum is to realign functions within the Department in accord with the provisions of that Act.

2 ACTIONS ORDERED

a Assistant Secretary for Natural Resources and Environment

There is hereby established within the Department the Office of the Assistant to the Secretary for Natural Resources and Environment. The Office will be headed by the Assistant Secretary for Natural Resources and Environment, who shall serve concurrently as Assistant to the Secretary for Natural Resources and Environment and shall provide me with advice, analysis and recommendations regarding significant planning, program and policy issues affecting the Forest Service and the Soil Conservation Service, and assist in assuring that natural resource and environment activities of agencies of the Department are properly coordinated. This assignment applies to issues arising in the context of legislative proposals and reports, regulations, budgets, correspondence, and any other matters involving such issues.

In addition, the Assistant Secretary for Natural Resources and Environment shall have the authority to represent my decisions on such matters in communications with other Executive Branch agencies, USDA agencies, the Congress, interested groups, and the general public.

The Assistant Secretary for Natural Resources and Environment shall also render the decisions of the Secretary in administrative appeals from decisions made by the Chief of the Forest Service in matters arising within the National Forest System pursuant to section 211.18(f)(1)(iv) and (2) of Title 36 of the Code of Federal Regulations.

Further, the Assistant Secretary for Natural Resources and Environment shall serve as Chair of the Department's Natural Resources and Environment Committee. In this role, the Assistant Secretary shall chair the Committee which is responsible for coordinating the Department's planning with respect to such matters as endangered species issues, ground and surface water quality, as well as rangeland, wildlife, and other related issues of concern in the administration and implementation of USDA programs and activities.

All USDA offices and agencies are asked to give the Assistant Secretary their full cooperation as he carries out these responsibilities.

b Assistant to the Secretary for Special Services

There is hereby established in the Department an Office of the Assistant to the Secretary for Special Services. The Assistant to the Secretary for Special Services shall assist the Secretary and the Assistant Secretary for Natural Resources and Environment by providing special services to the Department in areas unrelated to the supervision or management of the Forest Service, the Soil Conservation Service, or natural resources and environment activities, and shall perform such other functions and duties as may from time to time be assigned. For purposes of administrative supervision, the Assistant to the Secretary for Special Services shall report to the Assistant Secretary for Natural Resources and Environment.

c Office Abolished

The Office of the Assistant Secretary for Special Services is hereby abolished.

3 SUPERVISION OF FOREST SERVICE AND SOIL CONSERVATION SERVICE

Pursuant to the Rural Development, Agriculture, and Related Agencies Appropriations Act, 1989, the Secretary of Agriculture shall continue to supervise directly the programs and activities of the Forest Service and the Soil Conservation Service. All

functions currently delegated by the Secretary to the Chief of the Forest Service in 7 CFR 2.42, and to the Chief of the Soil Conservation Service in 7 CFR 2.44, shall continue to be performed by those officials subject to the reservations of authority expressed in 7 CFR 2.43 and 7 CFR 2.45, respectively.

4 IMPLEMENTATION

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, shall take such actions as may be necessary to carry out the provisions of this memorandum.

5 EFFECTIVE DATE

The changes ordered by this memorandum shall be effective immediately.

Richard E. Lyng

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 16, 1991

SECRETARY'S MEMORANDUM 1020-33

ESTABLISHMENT OF THE OFFICE OF THE EXECUTIVE SECRETARIAT

1 BACKGROUND AND PURPOSE

The Department of Agriculture, like all Cabinet Departments, is mandated to provide responsive, effective, and timely decisions and policy. If we are not timely or responsive then the effectiveness of our policy and decisions is jeopardized. How promptly and completely we respond to written concerns is a major measure of how we are perceived in our stewardship at the Department.

Correspondence--the written word--is a powerful voice. It is one of the most important vehicles we use to communicate our positions and to respond to our constituents. Here at the Department, our constituents--the American public and our friends around the world--rely on us to quickly and effectively respond to their needs, questions, and concerns. As agricultural programs have expanded and the international markets have grown, so has the volume of correspondence received by the Office of the Secretary.

In an effort to keep pace with this ever increasing written communication, the Executive Correspondence Management Study was initiated in 1990. This study thoroughly reviewed the present system, delineated the problems, and set forth recommendations to strengthen USDA's correspondence management process, technology, and organization. I reviewed the study, and agree that a new office structure and the application of modern technology are necessary to update our current system.

I am therefore establishing the Office of the Executive Secretariat. The Office headed by a Director shall report to the Assistant Secretary for Administration.

2 ACTIONS ORDERED

It is hereby ordered that all the authorities, responsibilities, and functions assigned to the Office of Operations, Executive Correspondence and Records Unit, with the exception of the responsibilities for delivery of airline tickets, Presidential Commissions, and special government I.D.'s for the Secretary's staff, are transferred to the Office of the Executive Secretariat. The Office of Operations, Executive Correspondence and Records Unit, will be abolished.

It is hereby ordered that all the authorities, responsibilities, and functions assigned to the Executive Secretariat, Office of the Secretary, are transferred to the Office of the Executive Secretariat. The Executive Secretariat will be abolished.

3 ASSIGNMENT OF RESPONSIBILITIES

The mission of the Office of the Executive Secretariat is to serve as the central office for processing, tracking, and managing correspondence for the Immediate Office of the Secretary. The office is responsible for document control, records management, correspondence management, and correspondence policy and procedures.

4 ADMINISTRATIVE SUPPORT

All administrative support will be provided by the Office of Operations.

5 INCIDENTAL TRANSFERS

The Associate Deputy Secretary and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this memorandum.

6 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of the Memorandum remain in full force and effect.

The actions ordered by this Memorandum shall take effect on October 1, 1991.

This memorandum shall remain in effect for ninety days.

SECRETARY OF AGRICULTURE

7. EFFECTIVE DATE

The sections amended by this Memorandum shall take effect on October 1, 1961.

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 31, 1991

SECRETARY'S MEMORANDUM 1020-34

Establishment of the Rural Development Administration

1 BACKGROUND AND PURPOSE

The Agricultural Act of 1970 made rural development a major mission of the Department of Agriculture. The Rural Development Act of 1972 directed the Secretary of Agriculture to provide executive branch leadership and coordination to a national rural development effort. The Rural Development Policy Act of 1980 reinforced the Department's roles and responsibilities in the area of rural development.

Title XXIII of the Food, Agriculture, Conservation, and Trade Act of 1990 established a Rural Development Administration (RDA), to carry out specified development activities and such other rural development programs as the Secretary of Agriculture determines appropriate. Pub. L. No. 102-237 (Food, Agriculture, Conservation, and Trade Act Amendments of 1991, signed by the President on December 13, 1991) requires the immediate implementation of these provisions in USDA.

I am therefore implementing the establishment of the Rural Development Administration. The Agency is headed by an Administrator. The Administrator shall report to the Under Secretary for Small Community and Rural Development.

2 ACTIONS ORDERED

The following authorities, responsibilities, and functions are hereby assigned to the Rural Development Administration:

- A Those authorities required to be transferred to the Rural Development Administration by Title XXIII, Subtitle A of the Food, Agriculture, Conservation, and Trade Act of 1990.

B Except with respect to loans for rural telephone facilities and service and financing for community antenna television facilities and services, the following sections of the Consolidated Farm and Rural Development Act: Section 306A (7 U.S.C. 1926a); Section 306C (7 U.S.C. 1926c); Section 309 (7 U.S.C. 1929) regarding assets and programs related to rural development; Section 309A (7 U.S.C. 1929a) Rural Development Insurance Fund; Section 312(b) (7 U.S.C. 1942(b)) relating to small business enterprises; Section 342 (7 U.S.C. 1013a); Administrative Provisions of Subtitle D of the Consolidated Farm and Rural Development Act relating to rural development activities; Section 364 (7 U.S.C. 2006f); Section 365 (7 U.S.C. 2008); Section 366 (7 U.S.C. 2008a); Section 367 (7 U.S.C. 2008b) and Section 368 (7 U.S.C. 2008c).

C Section 8, and those functions with respect to repayment of obligations under section 4, of the Watershed Protection and Flood Prevention Act (16 U.S.C. 1006, 1004); Section 32(e) of the Bankhead-Jones Farm Tenant Act (7 U.S.C. 1011(e)) relating to assistance in carrying out resource conservation and development projects in rural areas; Loan programs in the Appalachian region under sections 203 and 204 of the Appalachian Regional Development Act of 1965 (40 U.S.C., App. 204); Loans to Indian tribes and tribal corporations (25 U.S.C. 488-492); Section 601 of the Powerplant and Industrial Fuel Use Act of 1978 (Pub. L. 95-620); the Drought and Disaster Guaranteed Loan program under Section 331 of the Disaster Assistance Act of 1988 (7 U.S.C. 1929a note); the Disaster Assistance for Rural Business Enterprises Guaranteed Loan Program under section 401 of the Disaster Assistance Act of 1989 (7 U.S.C. 1929a note); the Farms for the Future Act of 1990, as amended (7 U.S.C. 4201 note); the Water and Waste Loan Program under Section 2322 of the Food, Agriculture, Conservation, and Trade Act of 1990 (7 U.S.C. 1926-1); the Rural Wastewater Treatment Circuit Rider Program (7 U.S.C. 1926a); the Rural Economic Development Demonstration Grant Program (7 U.S.C. 2662a); the Economically Disadvantaged Rural Community Loan Program (7 U.S.C. 6616).

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

3 ASSIGNMENT OF RESPONSIBILITIES

The mission of the Rural Development Administration is to promote economic development in rural America by (1) financing needed community facilities, (2) assisting business development, and (3) developing effective national strategies for rural economic development.

4 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, personnel, assets, liabilities, contracts, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this memorandum.

5 EXISTING DIRECTIVES

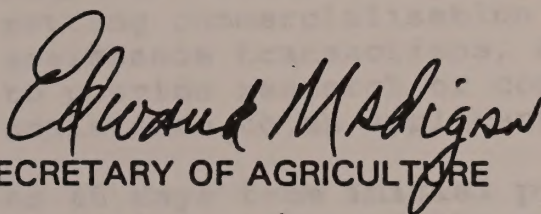
Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum remain in full force and effect.

6 EFFECTIVE DATE

The actions ordered by this Memorandum shall be effective on date of signature.

7 TERMINATION

This memorandum shall remain in effect for ninety days.


SECRETARY OF AGRICULTURE

ASSIGNMENT OF RESPONSIBILITY

The mission of the Joint Chiefs of Staff is to advise the President on the subject of the national defense. It is the duty of the Joint Chiefs of Staff to advise the President on the subject of the national defense. It is the duty of the Joint Chiefs of Staff to advise the President on the subject of the national defense.

MEMORANDUM FOR THE PRESIDENT

The Joint Chiefs of Staff have the honor to acknowledge the receipt of your memorandum of December 21, 1953, regarding the assignment of responsibility for the national defense. The Joint Chiefs of Staff are in agreement with the recommendations of the Joint Chiefs of Staff regarding the assignment of responsibility for the national defense.

EXECUTIVE SUMMARY

The Joint Chiefs of Staff have the honor to acknowledge the receipt of your memorandum of December 21, 1953, regarding the assignment of responsibility for the national defense. The Joint Chiefs of Staff are in agreement with the recommendations of the Joint Chiefs of Staff regarding the assignment of responsibility for the national defense.

RECOMMENDATIONS

The Joint Chiefs of Staff have the honor to acknowledge the receipt of your memorandum of December 21, 1953, regarding the assignment of responsibility for the national defense. The Joint Chiefs of Staff are in agreement with the recommendations of the Joint Chiefs of Staff regarding the assignment of responsibility for the national defense.

CONCLUSION

The Joint Chiefs of Staff have the honor to acknowledge the receipt of your memorandum of December 21, 1953, regarding the assignment of responsibility for the national defense. The Joint Chiefs of Staff are in agreement with the recommendations of the Joint Chiefs of Staff regarding the assignment of responsibility for the national defense.

Blair M. Harris
JOINT CHIEFS OF STAFF

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 18, 1992

SECRETARY'S MEMORANDUM SM 1020-36

**ESTABLISHMENT OF THE ALTERNATIVE AGRICULTURAL RESEARCH
AND COMMERCIALIZATION BOARD**

1 BACKGROUND AND PURPOSE

Subtitle G of Title XVI of the Food, Agriculture, Conservation, and Trade Act of 1990 (FACT Act), Pub. L. No. 101-624, 7 U.S.C. 5901 et seq., authorizes the Secretary to establish an Alternative Agricultural Research and Commercialization (AARC) program within the Department of Agriculture. Section 1659 of the FACT Act directs the Secretary to establish the Alternative Agricultural Research and Commercialization Board (Board). The Board is to be comprised of nine members to be appointed by the Secretary from a list of nominations submitted by the Director of the National Science Foundation and the Secretary of Commerce, from nominations submitted in response to a solicitation for nominations published in the Federal Register on November 27, 1991, and from nominations from any other source, as the Secretary deems appropriate. The Board is responsible for the general supervision and policy control over the AARC Center and any Regional Centers established by the Board, setting commercialization priorities, reviewing assistance transactions, deciding how and whether to provide research or commercialization assistance to an applicant, and other duties.

As 45 days from initial publication in the Federal Register of the solicitation for nominations has expired, the Board now shall be established. The Board, headed by a Chairperson selected by the Board, shall report to the Secretary.

2 ACTIONS ORDERED

It is ordered hereby that the Alternative Agricultural Research and Commercialization Board is established and that the Board is authorized to exercise all the responsibilities, authorities, and functions assigned to the Board by Subtitle G of Title XVI of the FACT Act.

It is ordered hereby that the Board shall not be subject to Department of Agriculture Regulations unless signed by the Secretary and the provisions of any such regulation specifically include the Board within the coverage of the regulation.

3 ASSIGNMENT OF RESPONSIBILITIES

The responsibilities of the Board include the following: adoption of bylaws for the Board by majority vote; exercise of general supervision and policy control of the AARC Center and any Regional Centers established by the Board; determine high priority commercialization areas to receive assistance; review any contract, grant, cooperative agreement, or financial assistance transaction proposed to be entered into by the AARC Center; make the final decision, by majority vote, on whether and how to provide assistance to an applicant; establish program policy, objectives, research and development, and commercialization priorities through the conduct of public hearings in order to establish a budget plan and a long-term operating plan; appoint the Director of the AARC Center and Regional Center directors; select a chairperson for the Board; appoint an Advisory Council; monitor the progress of projects receiving financial assistance; establish a system of auditing and accounting; submit to the Secretary a report on the activities of the AARC Center; establish Regional Centers; coordinate the AARC program with other similar programs within the Department; and any other duties assigned to the Board by Subtitle G of Title XVI of the FACT Act.

4 ADMINISTRATIVE SUPPORT

All administrative support will be provided by the Office of the Secretary in accordance with an interagency agreement between the Board and the Assistant Secretary for Science and Education.

5 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

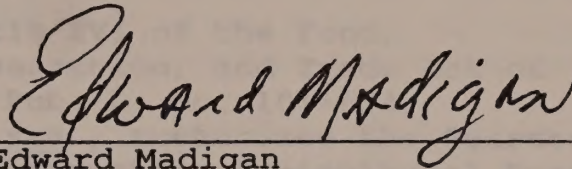
authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

6 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum remain in full force and effect.

7 EFFECTIVE DATE

The actions ordered by this Memorandum shall take effect on March 18, 1992.



Edward Madigan
Secretary of Agriculture

authority, space, records, property, and other things as may be necessary for the proper conduct of the business.

6. The Board shall have the right to suspend or remove any officer or employee of the Corporation who is guilty of misconduct or who is unable to perform his duties.

7. The Board shall have the right to suspend or remove any officer or employee of the Corporation who is unable to perform his duties.

8. The Board shall have the right to suspend or remove any officer or employee of the Corporation who is unable to perform his duties.

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19. The Board shall have the right to suspend or remove any officer or employee of the Corporation who is unable to perform his duties.

20. The Board shall have the right to suspend or remove any officer or employee of the Corporation who is unable to perform his duties.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 18, 1992

SECRETARY'S MEMORANDUM SM 1020-37

ESTABLISHMENT OF THE ALTERNATIVE AGRICULTURAL RESEARCH
AND COMMERCIALIZATION CENTER

1 BACKGROUND AND PURPOSE

Subtitle G of Title XVI of the Food, Agriculture, Conservation, and Trade Act of 1990 (FACT Act), Pub. L. No. 101-624, 7 U.S.C. 5901 et seq., authorizes the Secretary to establish an Alternative Agricultural Research and Commercialization (AARC) program within the Department of Agriculture. Section 1658 of the FACT Act directs the Secretary to establish the Alternative Agricultural Research and Commercialization Center (Center) as an independent entity within the Department of Agriculture under the general supervision and policy control of the Secretary and the AARC Board. The Center is authorized to carry out the following activities: provide assistance to eligible applicants for research, development, and demonstration projects, and for commercialization activities by way of grant arrangements, cooperative agreements, contracts, loans and interest subsidy payments, and venture capital; collect and disseminate information about State, regional, and local commercialization projects; search for new nonfood, nonfeed products that may be produced from agricultural commodities and for processes to produce such products; and administer the AARC Revolving Fund to facilitate AARC program activities. The Center is to be headed by a Director who shall be selected by the AARC Board and approved by the Secretary. The Director is responsible for the overall management of

the Center and the implementation of general policies respecting the management and operation of programs and activities of the Center and shall report to the AARC Board.

2 ACTIONS ORDERED

It is ordered hereby that the Alternative Agricultural Research and Commercialization Center is established and that the Center is authorized to exercise all the responsibilities, authorities, and functions assigned to the Center by Subtitle G of Title XVI of the FACT Act.

It is ordered hereby that the Center shall not be subject to Department of Agriculture Regulations unless signed by the Secretary and the provisions of any such regulation specifically include the Center within the coverage of the regulation.

3 ADMINISTRATIVE SUPPORT

All administrative support will be provided by the Office of the Secretary in accordance with an interagency agreement between the AARC Board and the Assistant Secretary for Science and Education.

4 INCIDENTAL TRANSFERS

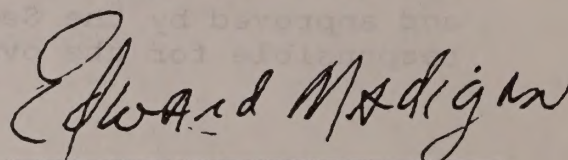
The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

5 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum remain in full force and effect.

6 EFFECTIVE DATE

The actions ordered by this Memorandum shall take effect on March 18, 1992.



Edward Madigan
Secretary of Agriculture



FEB 14 1992

DECISION MEMORANDUM FOR THE SECRETARY

FROM: Alan Charles Raul *ACR*
General Counsel

SUBJECT: Implementation of the Alternative Agricultural
Research and Commercialization Act of 1990,
7 U.S.C. 5901 et seq.

ISSUE

What documents are required to begin implementation of the Alternative Agricultural Research and Commercialization (AARC) Program?

DISCUSSION

The Alternative Agricultural Research and Commercialization Act of 1990, 7 U.S.C. 5901 et seq., authorizes the Secretary of Agriculture to establish, within the Department of Agriculture, an AARC program, including an AARC Board, an AARC Center, and AARC Regional Centers. By Decision Memorandum, dated December 10, 1992, the Director of the Office of Budget and Program Analysis presented to you the options available for the implementation of the AARC Program. Attached and tabbed are the documents necessary in order to proceed with the implementation of this program in accordance with the decisions that you made in response to the December 10 Decision Memorandum. These documents are: a Secretary's Memorandum to establish the AARC Board (tab 1); a Secretary's Memorandum to establish the AARC Center (tab 2); a Federal Register Notice announcing the establishment of the AARC Board and the AARC Center (tab 3); bylaws for the AARC Board (tab 4); an interagency agreement between the Assistant Secretary for Science and Education and the AARC Board for the provision of support services (tab 5); and a resolution to be considered by the AARC Board for the adoption of the bylaws (tab 6).

The only documents that you need to consider signing are at tab 1, tab 2, and tab 3. Since the AARC Board is an independent entity within the Department, the Board enjoys the discretion to adopt the documents at the remaining tabs.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

2

SUMMARY

The Secretary's Memoranda establishing the AARC Board and the AARC Center and the Federal Register Notice announcing their establishment require the Secretary's signature in order to begin implementation of the AARC Program within USDA. An interagency agreement between the Assistant Secretary for Science and Education and the AARC Board concerning support services, bylaws for the AARC Board, and a resolution for the adoption of such bylaws also are necessary documents to begin implementation of the AARC program; however, such documents must be adopted or executed by the Board.

Attachments

BACKGROUND AND PURPOSE

Subtitle B of Title XVI of the Food, Agriculture, Conservation, and Trade Act of 1990 (FACT Act), Pub. L. No. 101-624, 7 U.S.C. 5901 et seq., authorizes the Secretary to establish an Alternative Agricultural Research and Commercialization (AARC) program within the Department of Agriculture. Section 1658 of the FACT Act directs the Secretary to establish the Alternative Agricultural Research and Commercialization Center (Center) as an independent entity within the Department of Agriculture under the general supervision and policy control of the Secretary and the AARC Board. The Center is authorized to carry out the following activities: provide assistance to eligible applicants for research, development, and demonstration projects, and for commercialization activities by way of grant arrangements, cooperative agreements, contracts, loans and interest subsidy payments, and venture capital; collect and disseminate information about State, regional, and local commercialization projects; search for new, nonfeed, nonfood products that may be produced from agricultural commodities and for processes to produce such products; and administer the AARC Revolving Fund to facilitate AARC program activities. The Center is to be headed by a Director who shall be selected by the AARC Board and approved by the Secretary. The Director is responsible for the overall management of

DECISION BY SECRETARY:

Approve _____

Date _____

Disapprove _____

Discuss with me _____

Reviewed by _____

SUMMARY

The Secretary's Memoranda establishing the AARC Board and the AARC Center and the Federal Register Notice announcing their establishment require the Secretary's signature in order to begin implementation of the AARC program within USDA. An interagency agreement between the Assistant Secretary for Science and Education and the AARC Board concerning support services, plans for the AARC Board, and a resolution for the adoption of such plans also are necessary documents to begin implementation of the AARC program; however, such documents must be adopted or executed by the Board.

Attachments

DECISION BY SECRETARY:

Approve _____

Disapprove _____

Discuss with me _____

Reviewed by _____

Date _____

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 18, 1992

(Date)

SECRETARY'S MEMORANDUM SM 1020-37

ESTABLISHMENT OF THE ALTERNATIVE AGRICULTURAL RESEARCH
AND COMMERCIALIZATION CENTER

1 BACKGROUND AND PURPOSE

Subtitle G of Title XVI of the Food, Agriculture, Conservation, and Trade Act of 1990 (FACT Act), Pub. L. No. 101-624, 7 U.S.C. 5901 et seq., authorizes the Secretary to establish an Alternative Agricultural Research and Commercialization (AARC) program within the Department of Agriculture. Section 1658 of the FACT Act directs the Secretary to establish the Alternative Agricultural Research and Commercialization Center (Center) as an independent entity within the Department of Agriculture under the general supervision and policy control of the Secretary and the AARC Board. The Center is authorized to carry out the following activities: provide assistance to eligible applicants for research, development, and demonstration projects, and for commercialization activities by way of grant arrangements, cooperative agreements, contracts, loans and interest subsidy payments, and venture capital; collect and disseminate information about State, regional, and local commercialization projects; search for new nonfood, nonfeed products that may be produced from agricultural commodities and for processes to produce such products; and administer the AARC Revolving Fund to facilitate AARC program activities. The Center is to be headed by a Director who shall be selected by the AARC Board and approved by the Secretary. The Director is responsible for the overall management of

DISTRIBUTION: 10

OPI: OGC

the Center and the implementation of general policies respecting the management and operation of programs and activities of the Center and shall report to the AARC Board.

2 ACTIONS ORDERED

It is ordered hereby that the Alternative Agricultural Research and Commercialization Center is established and that the Center is authorized to exercise all the responsibilities, authorities, and functions assigned to the Center by Subtitle G of Title XVI of the FACT Act.

It is ordered hereby that the Center shall not be subject to Department of Agriculture Regulations unless signed by the Secretary and the provisions of any such regulation specifically include the Center within the coverage of the regulation.

3 ADMINISTRATIVE SUPPORT

All administrative support will be provided by the Office of the Secretary in accordance with an interagency agreement between the AARC Board and the Assistant Secretary for Science and Education.

4 INCIDENTAL TRANSFERS

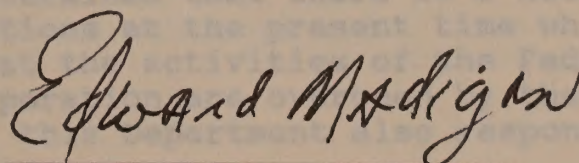
The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

5 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum remain in full force and effect.

6 EFFECTIVE DATE

The actions ordered by this Memorandum shall take effect on March 18, 1992.



Edward Madigan
Secretary of Agriculture

2

the Center and the implementation of general policies respecting the management and operation of programs and activities of the Center and shall report to the AARC Board.

ACTIONS ORDERED

2

It is ordered hereby that the Alternative Agricultural Research and Commercialization Center is established and that the Center is authorized to exercise all the responsibilities, authorities, and functions assigned to the Center by Subtitle C of Title XVI of the FACT Act.

It is ordered hereby that the Center shall not be subject to Department of Agriculture Regulations unless signed by the Secretary and the provisions of any such regulation specifically include the Center within the coverage of the regulation.

ADMINISTRATIVE SUPPORT

3

All administrative support will be provided by the Office of the Secretary in accordance with an interagency agreement between the AARC Board and the Assistant Secretary for Science and Education.

INCIDENTAL TRANSFERS

4

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

EXISTING DIRECTIVES

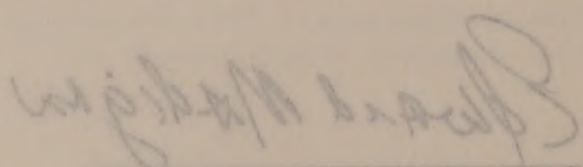
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Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum remain in full force and effect.

EFFECTIVE DATE

6

The actions ordered by this Memorandum shall take effect on March 18, 1952.


Edward Madigan
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 30, 1993

SECRETARY'S MEMORANDUM 1020-39

ORGANIZATION OF THE DEPARTMENT;
ASSIGNMENTS AND REASSIGNMENTS OF FUNCTIONS

1 BACKGROUND AND PURPOSE

In the action of the conferees on the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 1994, Public Law No. 103-____ (Appropriations Act), funds have been provided for the accomplishment of certain functions assigned to this Department by law, and specific directions have been made regarding the organizational structure within the Department of the agencies and offices through which such functions should be carried out. In particular, as agreed by the conferees the Appropriations Act (1) adds the funding for functions assigned to the Rural Development Administration to funds appropriated for the activities of the Farmers Home Administration; (2) adds funds for the functions of the Human Nutrition Information Service to monies provided for the programs and activities of the Agricultural Research Service; (3) provides additional funds to the Foreign Agricultural Service for the functions presently assigned to the Office of International Cooperation and Development; and (4) provides additional funds to the Agricultural Marketing Service for the functions presently assigned to the Agricultural Cooperative Service. I have determined that there is a need to take actions in these four areas which will address the issues which have arisen as a result of these provisions of the Appropriations Act.

Further, I have determined that there is a need to take additional actions at the present time which will (5) assure that the activities of the Federal Crop Insurance Corporation are overseen by the senior official of this Department also responsible

for farm income, price support, and disaster payment programs; (6) assign the Department's equal opportunity and civil rights functions to a new Office of Civil Rights Enforcement; and (7) create within the Department a separate Office of Small and Disadvantaged Business Utilization.

As Secretary of Agriculture, I have broad authority to organize and direct the functions assigned to me and to the Department by law, and to delegate the performance of the Department's programs and activities to such officers and agencies of the Department as I deem appropriate. 7 U.S.C. §§ 2202, 2204; Reorganization Plan No. 2 of 1953, §§ 1, 4. It is also important to note that I have recently proposed a substantial reorganization of the Department and its agencies and offices, and that certain elements of such reorganization, when implemented, will directly affect the assignment within the Department of all of the functions mentioned specifically in the paragraphs above.

2 ACTIONS ORDERED

The following actions are hereby ordered:

a Rural Development Administration

The Rural Development Administration is an agency of this Department established by statute. Pub. L. No. 101-624, § 2302; Pub. L. No. 102-237, §§ 702(a), 1010. Pending enactment of legislation abolishing the Rural Development Administration and specifically authorizing the transfer of that agency's functions to a successor agency within the Department, the Rural Development Administration shall continue to exist as a separate agency of USDA, and shall continue to report to the Under Secretary for Small Community and Rural Development. Such funds as are necessary to carry out the programs and activities presently assigned to the Rural Development Administration, and to pay the salaries and expenses of such agency, are ordered transferred from the funds appropriated for fiscal year 1994 for the activities and operations of the Farmers Home Administration.

b Human Nutrition Information Service

Pending actions to implement the reorganization which I have recently proposed, the Human Nutrition Information Service shall continue to exist as an agency of this Department, and shall continue to report to the Assistant Secretary for Food and Consumer Services. Such funds as are necessary to carry out the programs and activities presently assigned to the Human Nutrition Information Service, and to pay the salaries and expenses of such agency, are ordered transferred from the funds appropriated for fiscal year 1994 for the activities and operations of the Agricultural Research Service.

c Office of International Cooperation and Development

In keeping with the action taken in the Appropriations Act, and with the parallel proposal contained in the reorganization plans which I have recently announced, the Office of International Cooperation and Development is hereby terminated, and its functions are hereby transferred to the Foreign Agricultural Service.

d Agricultural Cooperative Service

Pending actions to implement more completely the reorganization which I have recently proposed, the Agricultural Cooperative Service shall continue to exist as an agency of this Department, but it shall henceforth report to the Under Secretary for Small Community and Rural Development. Such funds as are necessary to carry out the programs and activities presently assigned to the Agricultural Cooperative Service, and to pay the salaries and expenses of such agency, are ordered transferred from the funds appropriated for fiscal year 1994 for the activities and operations of the Agricultural Marketing Service.

e Federal Crop Insurance Corporation

General supervision of the Federal Crop Insurance Corporation is hereby transferred

from the Under Secretary for Small Community and Rural Development to the Under Secretary for International Affairs and Commodity Programs.

f Office of Civil Rights Enforcement

There is established within the Department an Office of Civil Rights Enforcement, which will be headed by a Director. The Office of Civil Rights Enforcement will perform all equal opportunity and civil rights functions formerly assigned to the Office of Advocacy and Enterprise, including functions relating to the investigation and resolution of equal employment opportunity complaints recently transferred from the Office of Personnel, with the exception of functions related to small and disadvantaged business utilization. The Office of Advocacy and Enterprise is hereby terminated.

g Office of Small and Disadvantaged Business Utilization

There is established within the Department an Office of Small and Disadvantaged Business Utilization, which will be headed by a Director. The Office of Small and Disadvantaged Business Utilization shall perform all staff activities in support of the Assistant Secretary for Administration, who serves as the Department's Director of Small and Disadvantaged Business Utilization under Public Law No. 95-507. These functions were formerly assigned to the Office of Advocacy and Enterprise.

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

4 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent

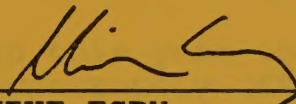
with the provisions of this Memorandum shall remain in full force and effect.

5 EFFECTIVE DATE

The actions ordered by this Memorandum shall take effect on October 1, 1993.

6 TERMINATION

This Memorandum shall remain in effect for ninety days, or shall terminate at such earlier time as the Department's published delegations of authority have been revised to incorporate the provisions of this Memorandum.


MIKE ESPY
Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

September 26, 1994

SECRETARY'S MEMORANDUM NO. 1020-42

CONSOLIDATION OF EEO COUNSELING FUNCTIONS

1 BACKGROUND AND PURPOSE

A number of steps have been taken this year to elevate the importance of equal employment opportunity (EEO) and civil rights principles within the Department, to consolidate the administration of EEO and civil rights functions, and to reinvigorate the Department's performance of those functions. In particular, the EEO complaint processing function has been reassigned from the Office of Personnel to the Office of Advocacy and Enterprise (OAE), OAE has been subsequently renamed as the office of Civil Rights Enforcement (OCRE), and a new Office of Small and Disadvantaged Business Utilization has been established.

As an integral part of the EEO complaint processing function, the Department-level EEO counseling function has likewise been reassigned to OCRE. The counseling function is an extremely important one, and the successful performance of the counselor's role is at the very core of our efforts to resolve EEO complaints at the earliest possible stage. In addition to the performance of this function by OCRE, I have determined that the counseling function should be centralized in OCRE for the Department as a whole.

2 ACTIONS ORDERED

The Department's EEO counseling function shall henceforth be performed solely by OCRE, and all resources dedicated to the performance of such function in other USDA agencies and offices shall be transferred to OCRE.

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

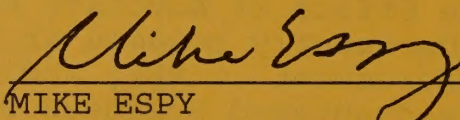
4 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of the memorandum shall remain in full force and effect.

5 EFFECTIVE DATE

The actions ordered by this Memorandum shall take effect on September 26, 1994.

6 This Memorandum shall remain in effect for ninety days, or shall terminate at such earlier time as the Department's published delegations of authority have been revised to incorporate the provisions of this Memorandum.



MIKE ESPY
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

February 7, 1995

SECRETARY'S MEMORANDUM 1020-45

REASSIGNMENT OF LOAN RESOLUTION TASK FORCE

1 INTRODUCTION

In March, 1994, the Secretary established the Loan Resolution Task Force, in order to implement a focused and sustained effort to collect outstanding indebtedness arising out of the agricultural credit programs of the Farmers Home Administration (FmHA), or otherwise to resolve payments of overdue loans. The Task Force, a unit within FmHA with authorities delegated to it by the Administrator of that agency, commenced activities in Washington, D.C., and in field office locations to mount an enhanced effort to resolve such indebtednesses. Substantially strengthened resources were dedicated to that effort, and significant results have been achieved.

On October 20, 1994, pursuant to authorities granted him by the Department of Agriculture Reorganization Act of 1994, Title II of Public Law 103-354, the Secretary issued Secretary's Memorandum 1010-1, accomplishing a major reorganization of the Department. Among other steps taken, the Farmers Home Administration was abolished, and its agricultural credit functions were reassigned to the newly established Consolidated Farm Service Agency. It is necessary, therefore, and in the interests of economy and efficiency, to transfer to that new agency the activities, operations, personnel, and funds of the Task Force.

2 ACTIONS ORDERED

All activities, operations, functions, personnel, and funds of the Loan Resolution Task Force are hereby ordered transferred to the Consolidated Farm Service Agency.

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

4 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in full force and effect.

5 EFFECTIVE DATE

The provisions of this Memorandum are effective immediately.

6 TERMINATION

This Memorandum shall remain in effect for ninety days or until such earlier time as published delegations of authority have been revised to incorporate its provisions and all actions ordered herein have been accomplished.



RICHARD E. ROMINGER
Acting Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

August 22, 1997

SECRETARY'S MEMORANDUM 1020-48

ESTABLISHMENT OF THE OFFICE OF OUTREACH

1 BACKGROUND AND PURPOSE

Section 2501 of Title XXV authorizes the Secretary to provide outreach and technical assistance to encourage and assist socially disadvantaged farmers and ranchers to own and operate farms and ranches and to participate in agricultural programs. The Secretary may make grants and enter into contracts and other agreements in the furtherance of outreach and assistance for socially disadvantaged farmers and ranchers.

All Federal agencies are mandated to deliver their programs to the public without discrimination. Title VI of the Civil Rights Act of 1964 requires that programs and activities receiving Federal funds be delivered free of discrimination. Other statutes, such as the Equal Credit Opportunity Act, make discrimination in USDA's lending program illegal as well. In addition, Title VII requires that all Federal agencies provide equal employment and promotion opportunities for all employees.

The Civil Rights Action Team which was established and appointed by the Secretary to take a hard look at the long-standing civil rights issues and problems made recommendations for change, including strengthening USDA outreach efforts to under-represented customers.

2 ACTIONS ORDERED

It is ordered hereby that the Office of Outreach is established to coordinate and provide leadership in the program delivery outreach efforts throughout USDA. This office will be headed by a Director who shall report to the Assistant Secretary for Administration. The Director is responsible for supervising the activities of the Office of Outreach.

DISTRIBUTION: 10

OPI: HRM

ORGANIZATION -1 (

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.

4 EXISTING DIRECTIVES

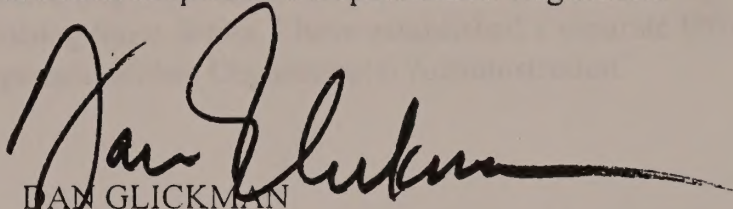
Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in full force and effect.

5 EFFECTIVE DATE

The provisions of this Memorandum are effective immediately.

6 TERMINATION

This Memorandum shall remain in effect for one year or until such earlier time as published delegations of authority have been revised to incorporate its provisions and all actions ordered herein have been accomplished. Within one year of the date of this Memorandum, its provisions shall have been adopted as a Departmental Regulation.



DAN GLICKMAN
Secretary

INCIDENTAL TRANSMISSION

The following is a summary of the information received from the Bureau of the Census, Department of Commerce, regarding the transmission of the 1957 Census of the United States. The information was received from the Bureau of the Census, Department of Commerce, on August 22, 1957.

EXISTING DIRECTIVE

The Bureau of the Census, Department of Commerce, has issued a directive regarding the transmission of the 1957 Census of the United States. The directive is dated August 22, 1957.

EFFECTIVE DATE

The directive is effective as of the date of its issuance, August 22, 1957.

EXPLANATION

The Bureau of the Census, Department of Commerce, has issued a directive regarding the transmission of the 1957 Census of the United States. The directive is dated August 22, 1957.

[Handwritten signature]
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

February 23, 2001

SECRETARY'S MEMORANDUM 1020-51

Establishment of the Office of Crisis Planning and Management

1 PURPOSE

Federal agencies are required to take actions to deter and manage the consequences of terrorist incidents, protect critical infrastructures, and ensure continuity of government in times of crisis. Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities," requires the Department to have sufficient capabilities to respond to natural disasters, military attacks, and technological and other emergencies. To meet these important duties and to increase the efficiency and coordination in accomplishing those duties, I have established a separate Office of Crisis Planning and Management within Departmental Administration.

2 ACTIONS ORDERED

- a Establishment of the Office of Crisis Planning and Management. There is hereby established within the Department, the Office of Crisis Planning and Management. This Office will be responsible for:
 - (1) Coordinating Departmental principles, policies, and activities supporting USDA crisis planning and emergency programs.
 - (2) Coordinating with the USDA Counter-Terrorism Policy Council (CTPC), the USDA Bio-Security Committee (BSC), and any other such bodies as may be designated by the Secretary, to develop, propose, and prosecute USDA policy related to crisis planning and management.
 - (3) Acting as the Department-wide repository of information pertaining to crisis planning and management except for information

January 10, 1944

SECRETARY'S MEMORANDUM

Subject: Report of the Office of Crop Planning and Marketing

PURPOSE

Enclosed are two reports of the Office of Crop Planning and Marketing. The first report, dated January 8, 1944, is a summary of the work of the Office during the year 1943. The second report, dated January 8, 1944, is a summary of the work of the Office during the first nine months of 1944. Both reports are being submitted for your information and for your review and approval.

ACTION SUGGESTED

1. The Secretary of the Office of Crop Planning and Marketing is requested to review the two reports and to advise the Director of the Office of the results of his review.

(1) The Office of Crop Planning and Marketing is requested to prepare a report on the work of the Office during the year 1944, and to submit it to the Secretary of the Office for his review and approval.

(2) The Office of Crop Planning and Marketing is requested to prepare a report on the work of the Office during the first nine months of 1944, and to submit it to the Secretary of the Office for his review and approval.

(3) The Office of Crop Planning and Marketing is requested to prepare a report on the work of the Office during the year 1944, and to submit it to the Secretary of the Office for his review and approval.

concerning activities that, pursuant to statute, may or shall be maintained by individual agencies. This activity does not include responsibility for cyber security crisis planning and disaster recovery, which remains assigned to the Chief Information Officer.

- (4) Managing the Department's critical situations emergency response effort; *i.e.*, its Continuity of Operations Plan and the Continuity of Government Plan.
- (5) Acting as a USDA point of contact with outside constituencies (including other Federal agencies) in the crisis planning and management arena. Such contact shall not supersede individual agency contact and liaison roles in the course of their normal activities.
- (6) Administering the Department's Emergency Preparedness Program and serving as principal liaison and spokesperson to the Federal Emergency Management Agency for Departmental matters concerning the Federal Response Plan.
- (7) Providing a staff support function for the CTPC and BSC.
- (8) Serving as a coordinator and facilitator for USDA agencies in conjunction with the National Security Council, the Office of Management and Budget, the Office of Budget and Program Analysis, the CTPC and BSC, and any other such bodies as may be designated by the Secretary, to develop, propose, and prosecute a coordinated USDA budget request for crisis planning and management activities.
- (9) Coordinating with USDA agencies to identify USDA intelligence requirements and convey them to the intelligence community. Receiving all intelligence dispatches for the Department pertaining to crisis planning and management. Organizing and distributing specialized intelligence reports to individual USDA agencies and offices based on their specific requirements.
- (10) Developing and maintaining a secure facility for the receipt and safekeeping of classified material.
- (11) Managing the security classification and document classification functions for the Department.

b Establishment of the Office of Procurement and Property Management. The

Office of Procurement, Property and Emergency Preparedness will be renamed the Office of Procurement and Property Management. This change reflects the transfer of emergency programs from that organization to the newly established Office of Crisis Planning and Management.

- c The Office of Crisis Planning and Management will be headed by a Director who will report to the Assistant Secretary for Administration. The Director will serve as the USDA Emergency Program Coordinator, and as such, along with the USDA Chief Economist, will coordinate the preparation of the Department's estimates of agricultural losses from natural disasters. The Director will coordinate appropriate security activities with the Chief Information Officer who has primary responsibility for PDD 63, Critical Infrastructure Assurance.
- d The Emergency Preparedness Staff functions and personnel presently reporting to the Director, Office of Procurement, Property and Emergency Preparedness, and the security clearance functions and personnel, presently reporting to the Director, Office of Human Resources Management are hereby reassigned to the Office of Crisis Planning and Management.

3 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis, are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

4 EXISTING DIRECTIVES

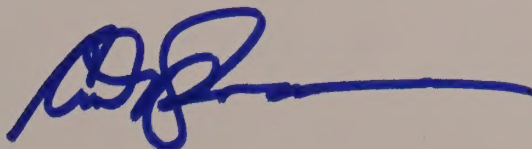
Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in full force and effect.

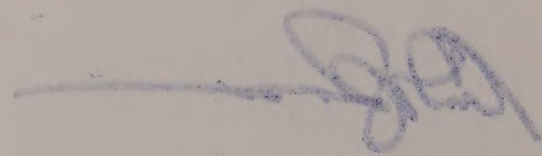
5 EFFECTIVE DATE

The provisions of this Memorandum are effective immediately.

6 TERMINATION

This Memorandum shall remain in effect for one year or until such earlier time as published delegations of authority have been revised to incorporate its provisions.





The Board of Directors of the Corporation is hereby authorized to execute and deliver such documents as may be required for the purpose of carrying out the provisions of this certificate.

TERMINATION

The provisions of this Memorandum shall be effective immediately.

EFFECTIVE DATE

This certificate of a change of organization is hereby adopted and approved by the Board of Directors of the Corporation on this day of January, 1964.

EXISTING DIRECTIVES

The Board of Directors of the Corporation is hereby authorized to execute and deliver such documents as may be required for the purpose of carrying out the provisions of this certificate.

REVISIONS AT MEETINGS

The Board of Directors of the Corporation is hereby authorized to execute and deliver such documents as may be required for the purpose of carrying out the provisions of this certificate.

The Board of Directors of the Corporation is hereby authorized to execute and deliver such documents as may be required for the purpose of carrying out the provisions of this certificate.

NOTE TO REVIEWERS

This Secretary's Memorandum (Memorandum) was initially sent for clearance on December 22, 2000, to the Office of the General Counsel (OGC), the Office of Budget and Program Analysis (OBPA), the Office of the Inspector General (OIG), and the Office of the Chief Information Officer (OCIO). All offices except for OIG concurred. We are hereby resubmitting this Memorandum for clearance. The following are the actions taken to address the comments received from reviewers of the December 22 document:

- OGC:** OGC rewrote the "PURPOSE" section of the Memorandum and offered some typographical edits. All OGC changes and edits are reflected in the revised Memorandum attached for your review.
- OBPA:** OBPA advised that appropriations committees of both Houses of Congress should be notified as prescribed in Section 721 of the Agriculture Appropriations Act for FY 2001. Such notification was sent to the chairs of the appropriations committees on November 29, 2000, as required by Departmental Regulation 1010-1, for approval of organizational proposals. OBPA was given a copy of the notifications.
- OBPA also suggested that we also clear the Memorandum with the Chief Economist. We have added the Chief Economist to the list of reviewers and have also included, for the reviewers' reference, the portion of our delegations where the Chief Economist's shared role is noted (see attachment).
- OIG:** OIG had a number of comments and did not concur with the original Memorandum as written. The Deputy Inspector General and the Assistant Secretary for Administration collaborated on the drafting of this revised Memorandum.
- OCIO:** OCIO's edits concerning their role related to cyber-security are reflected in the Memorandum.

NOTICE OF MEETING

This notice is given in accordance with the provisions of the
Articles of Incorporation and the Bylaws of the Company, and
in accordance with the requirements of the Securities Exchange
Act of 1934, as amended, and the Securities Exchange
Act of 1933, as amended. The purpose of the meeting is to
elect directors and to transact such other business as may
come before the meeting.

Each shareholder is entitled to one vote for each share of
common stock owned. The Board of Directors reserves the right
to change the date of the meeting.

Shareholders are requested to bring with them to the meeting
proof of ownership of the shares of common stock for which
they are entitled to vote. This may be in the form of a
certificate of stock or a statement from the Company's
transfer agent.

Shareholders who are unable to attend the meeting in person
may authorize another person to attend and vote on their behalf
by executing and filing with the Company a proxy in
advance of the meeting.

The Board of Directors reserves the right to change the
date of the meeting and to change the place of the meeting
without notice.

Shareholders are requested to bring with them to the meeting
proof of ownership of the shares of common stock for which
they are entitled to vote.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20250

August 15, 2002

SECRETARY'S MEMORANDUM 1020-52

ESTABLISHMENT OF THE HOMELAND SECURITY STAFF

1 INTRODUCTION

The President has made homeland security the Administration's top priority. Through Executive Order 13228, dated October 8, 2001, and Homeland Security Presidential Directive-1, dated October 29, 2001, the President directed Departments and agencies to make homeland security their top priority also. In response, USDA established a Homeland Security Council with three programmatic sub-councils.

2 ACTIONS ORDERED

It is ordered hereby that the Homeland Security Staff (HSS) is established as a part of the Office of Executive Operations. The HSS will be headed by a Director, who will be responsible for providing overall leadership and coordination of programs to plan for and respond to major natural and terrorist emergencies and threats. The HSS is delegated authority for the following primary functions:

- Coordination with mission areas/agencies (hereafter referred to as mission areas) of policy formulation, response plans, reporting and action assignments to meet acute and major threats to the food and agriculture system, and to key USDA assets;
- Activation of the USDA incident management system and the Federal Response Plan responsibilities in the event of a major incident;
- Oversight of USDA nationwide policies and procedures related to homeland security;

DISTRIBUTION: 10

OPI: ASA

- Coordination with the Office of Homeland Security and other federal agencies and public and private organizations, as required;
- Collaboration with the National Security Council, the Office of Homeland Security, the Office of Management and Budget, the USDA mission areas, the Office of Budget and Program Analysis and the USDA Homeland Security Council on the development and submission of a coordinated budget request for homeland security;
- Staff support to the Homeland Security Council;

There is hereby established the position of Director, HSS, reporting to the Deputy Secretary. The Director is responsible for managing all activities of the HSS.

It is hereby ordered that functions currently assigned to the Office of Crisis Planning and Management and not delegated to the HSS be transferred to the Office of Procurement and Property Management (OPPM), reporting to the Assistant Secretary for Administration. These major functions transferred to OPPM include: the USDA continuity of operations program, continuity of government plan, the USDA personnel security program (security clearances and suitability investigations), and the USDA program to safeguard classified materials, including ensuring that the programs and training for these activities are in place.

It is hereby ordered that the lead responsibility for hazardous materials management and federal facilities compliance as outlined in 7 CFR 2.25 shall be assigned to the Assistant Secretary for Administration. These authorities shall be redelegated to the Director, OPPM, and may be redelegated by the Director, as appropriate.

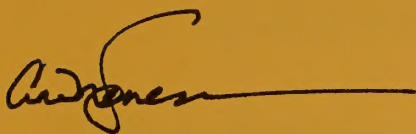
3 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in full force and effect.

The Assistant Secretary for Administration and the Director of the Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

4 TERMINATION

This Memorandum shall remain in effect for 1-year, or until such earlier time as the Department's published delegations of authority have been revised to incorporate the provisions of this Memorandum.

A handwritten signature in black ink, appearing to read "Ann Veneman", with a long horizontal line extending to the right.

Ann M. Veneman
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20250

August 15, 2002

SECRETARY'S MEMORANDUM 1020-52

ESTABLISHMENT OF THE HOMELAND SECURITY STAFF

(Subject)

1 INTRODUCTION

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DISTRIBUTION: 10

OPI: ASA

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- Staff support to the Homeland Security Council;

There is hereby established the position of Director, HSS, reporting to the Deputy Secretary. The Director is responsible for managing all activities of the HSS.

It is hereby ordered that functions currently assigned to the Office of Crisis Planning and Management and not delegated to the HSS be transferred to the Office of Procurement and Property Management (OPPM), reporting to the Assistant Secretary for Administration. These major functions transferred to OPPM include: the USDA continuity of operations program, continuity of government plan, the USDA personnel security program (security clearances and suitability investigations), and the USDA program to safeguard classified materials, including ensuring that the programs and training for these activities are in place.

It is hereby ordered that the lead responsibility for hazardous materials management and federal facilities compliance as outlined in 7 CFR 2.25 shall be assigned to the Assistant Secretary for Administration. These authorities shall be redelegated to the Director, OPPM, and may be redelegated by the Director, as appropriate.

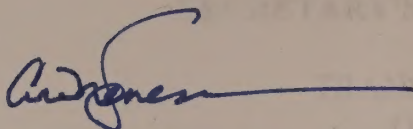
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The Assistant Secretary for Administration and the Director of the Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

4 TERMINATION

This Memorandum shall remain in effect for 1-year, or until such earlier time as the Department's published delegations of authority have been revised to incorporate the provisions of this Memorandum.



Ann M. Veneman
Secretary

This Memorandum transfers the above listed functions and associated responsibilities of the Secretary related to program outreach, diversity, minority outreach support, 1890 Task Force support, and for conflict resolution and mediation activities.

ACTIONS ORDERED:

- a. It is hereby ordered that the following functions and associated responsibilities be transferred to the Assistant Secretary for Civil Rights and assigned to the Office of Civil Rights:

- (1) All functions currently assigned to the Office of Outreach;
- (2) All functions currently assigned to the Office of Diversity, Recruitment, Management, for the purpose of managing USDA Community Advisory Boards, and the 1890 Task Force;
- (3) All functions related to conflict resolution for program and workplace disputes currently assigned to the Conflict Resolution and Mediation Center, Office of Human Resources Management.

- b. Transfer of authority. Authority currently delegated to the Assistant Secretary for Administration by 7 CFR 2.24 (a)(1) related to the use of alternative dispute resolution in resolving conflicts and program management are delegated to the Assistant Secretary for Civil Rights and redelegated to the Director, Office of Civil Rights.

Authority currently delegated to the Assistant Secretary for Administration by 7 CFR 2.24 (a)(4) related to contracts are delegated to the Assistant Secretary for Civil Rights and redelegated to the Director, Office of Civil Rights.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

August 1, 2003

SECRETARY'S MEMORANDUM 1020-53

TRANSFER OF FUNCTIONS TO THE
OFFICE OF CIVIL RIGHTS

1 PURPOSE

This Memorandum transfers functions and revises delegations of authority for the functions related to program outreach, diversity advisory council support, 1890 Task Force support, and for conflict prevention and resolution activities.

2 ACTIONS ORDERED

- a It is hereby ordered that the following functions and associated employees be transferred to the Assistant Secretary for Civil Rights and assigned to the Office of Civil Rights:

- (1) All functions currently assigned to the Office of Outreach;
- (2) All functions currently assigned to the Office of Human Resources Management, for the purpose of managing USDA Diversity Advisory Councils and the 1890 Task Force;
- (3) All functions related to conflict resolution for program and workplace disputes currently assigned to the Conflict Prevention and Resolution Center, Office of Human Resources Management;

- b Transfer of authorities. Authorities currently delegated to the Assistant Secretary for Administration in 7 CFR 2.24 (a)(12), related to the use of alternative dispute resolution to resolve workplace and program complaints are delegated to the Assistant Secretary for Civil Rights and redelegated to the Director, Office of Civil Rights;

Authorities currently delegated to the Assistant Secretary for Administration in 7 CFR 2.24 (a)(4) related to outreach are delegated to the Assistant Secretary for Civil Rights and redelegated to the Director, Office of Civil Rights.

3 EXISTING DIRECTIVES

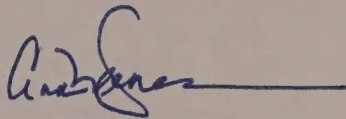
Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in full force and effect.

4 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director of the Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

5 TERMINATION

This Memorandum shall remain in effect for 1-year, or until such earlier time as the Department's published delegations of authority have been revised to incorporate the provisions of this Memorandum.

A handwritten signature in blue ink, appearing to read "Ann Veneman", followed by a horizontal line.

Ann M. Veneman
Secretary

